



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

Strategic Aviation Special Interest Group

Friday 28 June 2013

11.00am

Smith Square Rooms 1&2
Local Government House
Smith Square
London SW1P 3HZ

To: Members of Strategic Aviation Special Interest Group (SASIG)

Copy to: Named officers for briefing purposes

<http://www.lga.gov.uk>

www.sasig.org.uk

Guidance notes for visitors

Local Government House, Smith Square, London SW1P 3HZ

Welcome!

Please read these notes for your own safety and that of all visitors, staff and tenants.

Security

All visitors (who do not already have an LGA ID badge), are requested to report to the Reception desk where they will be asked to sign in and will be handed a visitor's badge to be worn at all times whilst in the building.

Fire instructions

In the event of the fire alarm sounding, vacate the building immediately following the green Fire Exit signs. Go straight to the assembly point in Tufton Street via Dean Trench Street (off Smith Square).

DO NOT USE THE LIFTS.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER BUILDING UNTIL AUTHORISED TO DO SO.

Members' facilities on the 7th floor

The Terrace Lounge (Members' Room) has refreshments available and also access to the roof terrace, which Members are welcome to use. Work facilities for members, providing workstations, telephone and Internet access, fax and photocopying facilities and staff support are also available.

Open Council

"Open Council", on the 1st floor of LG House, provides informal meeting and business facilities with refreshments, for local authority members/officers who are in London.



Toilets

Toilets for people with disabilities are situated on the Basement, Ground, 2nd, 4th, 6th and 7th floors. Female toilets are situated on the basement, ground, 1st, 3rd, 5th, and 7th floors. Male toilets are available on the basement, ground, 2nd, 4th, 6th and 8th floors.

Accessibility

Every effort has been made to make the building as accessible as possible for people with disabilities. Induction loop systems have been installed in all the larger meeting rooms and at the main reception. There is a parking space for blue badge holders outside the Smith Square entrance and two more blue badge holders' spaces in Dean Stanley Street to the side of the building. There is also a wheelchair lift at the main entrance. For further information please contact the Facilities Management Helpdesk on 020 7664 3015.

Further help

Please speak either to staff at the main reception on the ground floor, if you require any further help or information. You can find the LGA website at www.local.gov.uk

Please don't forget to sign out at reception and return your badge when you depart.

Notification

Strategic Aviation Special Interest Group - Friday 28 June 2013

A meeting of the **Strategic Aviation Special Interest Group** will be held on **Friday 28 June 2013 at 11.00** at the offices of the LGA, Local Government House, Smith Square, London SW1P 3HZ. The arrangements for the day are set out below:

Strategic Aviation Special Interest Group (SASIG)

Annual General Meeting	11:00 – 13:00	Smith Square Rooms 1&2 (Ground floor)
SASIG Task Group Meeting	13:30/14:00 – 16:00	Smith Square Rooms 1&2 (Ground floor)

Tea and coffee will be provided from 10.30.

Lunch will be provided at 13.00.

Attendance Sheet

Please ensure that you sign the attendance register as it is the only record of your presence at the meeting.

Order of Business

The order of business and papers are **attached**.

Location

A map showing the location of Local Government House, Smith Square is printed on the back cover.

Contacts

SASIG: Anna Mahoney (Tel: 020 8541 9459; e-mail: sasig@surreycc.gov.uk)

LGA: Liam Paul (Tel: 020 7664 3214; e-mail: liam.paul@local.gov.uk)

Attendance:

Please could you contact (liam.paul@local.gov.uk) to confirm attendance and any additional requirements by **midday Wednesday 26 June**.

