



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

Strategic Aviation Special Interest Group

Friday, 24 October 2014
11.00 am

Westminster Suite, 8th Floor, 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.

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.

Strategic Aviation Special Interest Group
24 October 2014

There will be a meeting of the Strategic Aviation Special Interest Group at **11.00 am on Friday, 24 October 2014** Westminster Suite, 8th Floor, Local Government House, Smith Square, London, SW1P 3HZ.

Attendance Sheet:

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

Location:

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

Contacts:

SASIG: Mark Mason (Tel: 020 8541 9459); e-mail: sasig@surreycc.gov.uk
LGA: David Symonds (Tel: 020 7664 3107); e-mail: david.symonds@local.gov.uk

Attendance:

Please could you contact Mark Mason (mark.mason@surreycc.gov.uk) to confirm attendance and any additional comments by midday Thursday 23 October 2014.

Guest WiFi in Local Government House

This is available in Local Government House for visitors. It can be accessed by enabling "Wireless Network Connection" on your computer and connecting to LGH-guest, the password is Welcome2010LG.

Carers' Allowance

As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £6.31 per hour is available to cover the cost of dependants (i.e. children, elderly people or people with disabilities) incurred as a result of attending this meeting.

Social Media

The LGA is committed to using social media in a co-ordinated and sensible way, as part of a strategic approach to communications, to help enhance the reputation of local government, improvement engagement with different elements of the community and drive efficiency. Please feel free to use social media during this meeting. **However, you are requested not to use social media during any confidential items.**

The twitter hashtag for this meeting is #lgacwb