



## Members Privileges Sub (Policy and Resources) Committee

**Date:** THURSDAY, 24 JANUARY 2013  
**Time:** 12 noon  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Deputy Ken Ayers (Chief Commoner) (Chairman)  
Deputy John Barker  
Mark Boleat  
Deputy Billy Dove  
Deputy Robin Eve  
Stuart Fraser  
Oliver Lodge  
Deputy Edward Lord  
Deputy Janet Owen  
Deputy Richard Regan  
David Thompson  
George Gillon

**Enquiries:** Jacky Compton  
tel. no.: 020 7332 1174  
[jacky.compton@cityoflondon.gov.uk](mailto:jacky.compton@cityoflondon.gov.uk)

Lunch will be served in the Guildhall Club at 1pm

**Chris Duffield**  
Town Clerk and Chief Executive

# AGENDA

## Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 27 June 2012 (copy attached).

**For Decision**  
(Pages 1 - 4)

4. **MEMBER DEVELOPMENT STEERING GROUP UPDATE**

Verbal update of the Town Clerk in conjunction with the minutes of the Member Development Steering Group meeting held on 7 September 2012 and the draft minutes of the meeting held on 7 December 2012 (copies attached).

**For Information**  
(Pages 5 - 16)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

7. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100A(4) of the Local Government Act `972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act as follows:-

<b>Item No.</b>	<b>Exempt Paragraphs</b>
8	3

8. **MINUTES**

To agree the non-public minutes and summary of the meeting held on 27 June 2012 (copy attached).

**For Decision**  
(Pages 17 - 18)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

# Agenda Item 3

## MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 27 June 2012

Minutes of the meeting of the MEMBERS PRIVILEGES SUB (POLICY AND RESOURCES) COMMITTEE held at Guildhall, EC2 on WEDNESDAY, 27 JUNE 2012 at 1.45 pm

### **Present**

#### **Members:**

Deputy Ken Ayers (Chief Commoner) (Chairman)  
Deputy John Barker  
Deputy Billy Dove  
Oliver Lodge  
Deputy Janet Owen

#### **Officers:**

Peter Nelson – Assistant Town Clerk  
Caroline Webb – Town Clerk's Department

#### **1. APOLOGIES**

Apologies were received from Mark Boleat, Deputy Robin Eve, Deputy Edward Lord and David Thompson.

#### **2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

There were no declarations of interest.

#### **3. MINUTES**

The minutes of the meeting held on 31 January 2012 were agreed as a correct record.

### **Matters Arising**

#### **Banquets at Mansion House**

The issue of several Members contacting the Remembrancer's Officer a couple of days before an event took place in order to secure places of guests who had sent their apologies at the last minute was discussed. The Sub Committee thought that the availability should be more widely known and not just used by a few. The Assistant Town Clerk undertook to review the allocation of tickets for banquets etc at Mansion House or Guildhall with, respectively, the Remembrancer and Private Secretary, for them to give thought to how this could be managed.

### **Order of Seniority**

The Chief Commoner mentioned that he had not had sight of any seating plans as of yet.

#### **4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were two questions.

#### **Royal Garden Party Invitations**

A Member asked how many Royal Garden Party invitations were issued each year, firstly to title holders, such as the Lord Mayor, and secondly to other Members. The Assistant Town Clerk agreed to raise this with the Remembrancer who would be invited to the next meeting of the Sub Committee.

#### **Car Parking Policy in Guildhall Yard**

A Member who was not present had submitted a question in advance of the Sub Committee meeting regarding the current car parking policy in Guildhall Yard for Members. The Assistant Town Clerk undertook to find out from the City Surveyor what the policy was so that a response could be made directly to the Member.

#### **5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

#### **6. EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

<b>Item No.</b>	<b>Exempt Paragraph(s) in Schedule 12A</b>
<b>7-8</b>	<b>3</b>
<b>9-10</b>	<b>-</b>

#### **SUMMARY OF MATTERS CONSIDERED WHILST THE PUBLIC WERE EXCLUDED**

#### **7. MEMBER DEVELOPMENT STEERING GROUP UPDATE**

The non-public minutes of the Member Development Steering Group meetings held on 21 March 2012 and 13 June 2012 were received.

#### **8. MEMBERS' ACCOMMODATION UPDATE**

The Assistant Town Clerk was heard.

#### **9. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There was one question.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

**The meeting ended at 2.40pm**

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Chairman

**Contact Officer: Caroline Webb**

**tel. no.: 020 7332 1416**

**email: [caroline.webb@cityoflondon.gov.uk](mailto:caroline.webb@cityoflondon.gov.uk)**

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## MEMBER DEVELOPMENT STEERING GROUP Friday, 7 September 2012

Minutes of the meeting of the Member Development Steering Group held at  
Committee Room 1 - 2nd Floor West Wing, Guildhall on Friday, 7 September 2012  
at 1.45 pm

### Present

#### Members:

Deputy Ken Ayers (Chief Commoner) (Chairman)  
Deputy John Bennett  
Revd Dr Martin Dudley  
Marianne Fredericks  
Wendy Hyde  
Deputy Joyce Nash  
Deputy Richard Regan

#### Officers:

Susan Attard	- Deputy Town Clerk
Lorraine Brook	- Committee and Member Services Manager
Gemma Stokley	- Committee and Member Services Officer
Tony Halmos	- Director of Public Relations
Sophie Galasinski	- Public Relation's Office
Colin Ashcroft	- IS Services
Ellen Murphy	- IS Services
Graham Bell	- Chief Information Officer

#### 1. APOLOGIES

Apologies for absence were received from Mark Boleat and Henrika Priest.

#### 2. MINUTES OF THE LAST MEETING

The private minutes of the last meeting held on 13 June 2012 were approved and agreed as an accurate record.

#### MATTERS ARISING

**New Member Induction – in preparation for 2013** (page 1) – In response to a question, the Director of PRO reported that the final Ward Newsletters for 2012 would be circulated in November and that there would be an opportunity to publicise briefings for potential 2013 candidates in this issue as planned.

**Plasma Information Screens** (page 2) – The Town Clerk reported that she had consulted the Remembrancer, IS Services and the Guildhall Premises Manager on this matter following discussions at the last Steering Group meeting.

Members were informed that the Guildhall Manager had reported that the new plasma screens, their locations and the format of the displays had been agreed with the two previous Chief Commoners. The Remembrancers Department had also warned that some of the events taking place in the Guildhall were confidential and it would not therefore be advisable to advertise all of these on the plasma screens in the reception area.

Deputy Regan stated that he had not been consulted on the re-location of the West Wing reception screens and had objected to this when it happened.

The Group were unanimous in the opinion that a screen should be re-located back to the original position – above the bag scanner in the West Wing Reception. The Deputy Town Clerk stated that it may be easier to add an additional screen to the reception area as opposed to re-locating the existing screens. The Chief Commoner asked that this was progressed before the end of the year and that he be kept directly informed of any progress.

Members also commented on the fact that the screens in the Members' Reading Room area needed to be updated regularly and as a matter of priority.

### 3. **RECENT EVENTS**

The Town Clerk reported on Learning and Development events that had taken place since the last meeting of the Steering Group.

#### **Pre-Court 'drop in session' re: iPads/Modern.Gov Committee Administration Software – Thursday 21 June 2012**

Members of the IS Services Team commented that this event had been very well attended. A Member stated that various 1:1 sessions on the iPad had also been organised for Members and had proved to be very helpful. It was suggested that the IS Team might look at emailing Members with an iPad 'tip of the week'.

### 4. **FORTHCOMING EVENTS**

The Town Clerk took the opportunity to update the Group on several future Learning and Development events for Members. These included:

#### **a) Standards – information and advice on the new arrangements/Code of Conduct – Autumn 2012;**

The Town Clerk reported that the new code and guidance on this would be presented to the Standards Committee later this month and then to the Court of Common Council in October. She added that staff were planning ahead to ensure that Members had clarity on these issues before the matter was brought to the Court and that a number of briefing sessions would be arranged in the coming weeks.

#### **b) The Equality Act 2010 – Keeping it Legal – What you need to Know - date TBC;**

The Town Clerk reminded Members that this session had originally been scheduled for Summer 2012 but subsequently had to be cancelled due to



staffing issues. Members were informed that the Committee and Member Services Team were still liaising with Corporate HR on this matter and would keep Members informed of progress.

**c) O2 Phone Migration and Unlocking for Members – Wednesday 19 September 2012**

Members were informed that an ‘open session’ would be taking place in the Alderman’s Dining Room.

**5. MEMBER DEVELOPMENT PLAN**

The Group reviewed the current Member Development Plan and those areas highlighted as priorities.

Deputy Regan raised his concerns and disappointment at the lack of sessions delivered from the Plan.

The Deputy Town Clerk agreed that the current Plan needed clearer time-scales attached to each area alongside details of who would be taking certain aspects forward.

The Town Clerk reported that several of the areas highlighted as priorities for Members had been delivered in recent months including ‘Contributing to Meetings/Groups’, ‘Conduct and Procedures in Meetings’ and ‘Understanding the Corporations Finances’. She went on to report that sessions that could be delivered in-house and therefore at little cost had been prioritised to date.

Members accepted that the Group needed to be realistic about what was deliverable and delegated this matter to the Chief Commoner to discuss and progress with Officers ahead of the next Steering Group meeting in December.

**6. REVIEW OF THE MEMBERS BRIEFING**

Members considered a report of the Director of PRO relative to a Review of the Members Briefing.

The Director of PRO began by summarising the 22 responses received from Members following the circulation of a questionnaire on the Members Briefing in the Summer. He stated that the comments received and featured in his report were very varied with no common ‘theme’ and that this Group would therefore need to take a view as to the future of this publication.

The Chief Commoner reported that he had met with the Chairman of the Policy and Resources Committee yesterday to discuss this matter and had found that they shared many of the same views on the future of this publication. Firstly, it was felt that a single document relevant for Members and the Livery Movement lacked focus. Next, it was felt that more articles should feature on meetings that have taken place recently and the major decisions reached by certain Committees.

Members went on to state that they felt that the document should undergo a more rigorous editing process by more Senior Officers and that the amount of

information on Private Events should be dramatically reduced thus significantly reducing the overall size of the document. The Group were, unanimously, of the view that the publication should move to the Internet and should be for Members only with just a handful of 'hard copies' placed in the Members' Room each month. It was discussed that, with an online publication, more could be done in terms of making the document more 'visually appealing' and most stories could be referred to briefly with links to further information for those with a particular interest in any given area.

The Director of PRO stated that, whilst some work on formatting would need to be undertaken initially, a move to an internet based document would dramatically reduce the printing and posting costs currently incurred.

A Member stated that she was disappointed that the document did not currently feature any kind of feedback from recent Mayoral visits or from those undertaken by the Chairman of the Policy and Resources Committee and asked that this be considered for future issues. Members were also of the view that advertisements for future events at the Barbican and Guildhall School should be kept to a minimum.

The Director of PRO reported that the September issue of the Members Briefing would be produced and circulated in its old format with a view to 're-vamping' this for October.

It was agreed that the Chief Commoner, Deputy Richard Regan and the incoming Chief Commoner (once known) should meet with the Director of PRO prior to the next meeting of this Steering Group to approve and review the new format of the Briefing. It was also agreed that this would then be circulated to all Members of this Group for further feedback prior to its publication.

Finally, the Director of PRO undertook to discuss this new approach with the Chairman of the Livery Committee in order to determine what, if anything, would now be produced for Livery Company Clerks.

#### **7. MEMBER INDUCTION - PREPARATIONS FOR 2013**

The Town Clerk was heard relative to preparations for the 2013 new Member Induction Programme.

Members were shown a proof of the proposed 2013 Member Induction Pack and a copy of this was left with the Chief Commoner for members of the Group to view and submit comments on ahead of the next Steering Group meeting. The Town Clerk explained that a number of briefing sessions for new Members were also to be arranged and Members views as to the format and content of these were welcomed.

The 2009 briefing programme for new Members was reviewed and it was suggested that additional information as to how Committees worked and how to gain appointment on to different Committees would be useful. It was also suggested that a short 'Q and A' session with some of the Corporation's retiring Members would be of use. The Chief Commoner went on to suggest that a slot

on the 'Role of the Chief Commoner' should also be added to the list of briefing subjects.

Finally, a Member suggested that Officers should be encouraged to use name plates at meetings for the benefit of any new Members and members of the public attending meetings.

The Town Clerk reported that Chief Officers would now be contacted in order to set up the briefing sessions for new Members.

#### **8. IPADS, MOBILE DEVICES AND CIRCULATION OF COMMITTEE PAPERS**

Members of the IS Services Team gave a presentation on the use of iPads. Members were told that, at present, ease of use was the top priority and that a number of Member training sessions had therefore been organised offering 1:1 training on the basics as well as specific Committee paper handling on the iPad.

Members were informed the Modern.Gov application whereby they could access non-public Committee papers would not be ready before the end of the year and that, in the interim, Committee papers would be sent to Members as a PDF.

The IS Team went on to report that they were actively seeking feedback from Members as to what changes could be made to improve their 'iPad experience'. One complaint had been that an additional password had to be entered to access the 'Good' technology. IS Services reported that the password on the 'Good' technology could be removed but that a more complex password consisting of at least eight letters and characters would now be required to access the device itself.

Finally, Members were informed that the IS Team were looking at producing a short 'crib sheet' for Members regarding the accessing of Committee papers on the iPad and it was hoped that this would be circulated to all at the end of this month.

Members raised concerns regarding the page numbering of Committee papers on the iPad and the fact that these did not correspond with those on hard copy papers.

It was also suggested that Officers should be encouraged to respond to all emails received from Members so as to inform the sender that these had been received. A Member commented that the sender was able to request a 'read receipt' for all emails sent to reassure themselves that their message had been read.

#### **9. ANY OTHER BUSINESS**

##### **Further iPad Training Sessions**

Members asked that IS Officers pro-actively contact them regarding future 1:1 iPad training sessions.

**The meeting ended at 3.45 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1427**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**

**MEMBER DEVELOPMENT STEERING GROUP**  
**Friday, 7 December 2012**

Minutes of the meeting of the Member Development Steering Group held at  
Committee Room - 2nd Floor West Wing, Guildhall on Friday, 7 December 2012 at  
1.45 pm

**Present**

**Members:**

Deputy Ken Ayers (Chief Commoner) (Chairman)  
Revd Dr Martin Dudley  
Marianne Fredericks  
Wendy Hyde  
Deputy Joyce Nash  
Barbara Newman  
Deputy Richard Regan

**Officers:**

Peter Nelson	- Assistant Town Clerk
Lorraine Brook	- Committee and Member Services Manager
Gemma Stokley	- Committee and Member Services Officer

**1. APOLOGIES**

Apologies for absence were received from George Gillon (Chief Commoner Elect), Deputy John Bennett, Mark Boleat and Henrika Priest.

**2. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 7 September 2012 were approved and agreed as a correct record.

**MATTERS ARISING**

**Briefings for Potential 2013 candidates** (page 1) – A Member commented that it had been very useful to receive the dates for the Briefings for potential candidates in advance.

**Plasma Information Screens** (page 1) – The Committee and Member Services Officer reported that she had liaised further with the IS Services Team and the Guildhall Premises Manager on this matter following discussions at the last Steering Group meeting.

The Committee and Member Services Officer reported that she had been advised that, for various technical reasons, it would not be possible to re-install the screen in its original position, above the bag scanner in the West Wing reception area. Members were, however, informed that it would be possible to move the screen from its current location to the pillar adjacent to the security

desk. The Committee and Member Services Officer tabled photographs of both the current and proposed locations for the screens.

Members were informed that some initial caballing work had been done but that the total cost of relocating the screen would be in the region of £800. It was also reported that the Guildhall Premises Manager was of the view that the screen, in its current location, was useful for the general public to view and not just for those coming into the Guildhall on business.

Whilst some Members were of the view that the screen should be relocated given that it was the security staff who often had to respond to queries on meeting times and locations, others felt that this was an unnecessary use of funds. The Chief Commoner called a vote on the matter and it was decided that the screen in the West Wing reception area should remain in its current location.

**Recent Events** (page 2) – A Member commented on the recent informal Members' meeting which had taken place last month and expressed concern that this appeared to have been dominated by the Chairman of the Policy and Resources Committee. The Chief Commoner stated that he emailed all Members of the Court asking for their contributions to the agenda ahead of each informal meeting and that, in the absence of any substantial items, he was content for the Chairman of Policy to highlight certain issues and seek direct feedback.

On the basis of comments made, the Chief Commoner stated that he would be happy to consider the format and purpose of future meetings to ensure that these remain as focused as possible.

Members commented favourably on the set up of the informal meeting. The Assistant Town Clerk reported that Officers were now looking into the possibility of re-arranging the seating for formal Court meetings but would need to consider costs and any new furniture or electronics that might be required. He added that a further matter to consider would be how quickly any new set up could be disassembled in order for staff to prepare for any evening events in the Great Hall.

Members commented that it would be useful for all to have access to a table at Court meetings and also asked that the standing microphones currently used be retained.

**Review of Members Briefing** (page 3) – The Committee and Member Services Officer tabled a hard copy version of the re-designed Members Briefing and the Group were also shown how the document would look electronically, on the iPad. Members were assured that the comments made at the last meeting of this Group had been taken on board and that the new version of the Briefing would be circulated to all Members next week.

The Chief Commoner reported that the Chairman of the Policy and Resources Committee had recently been sent a copy of the revised Briefing and was, on the whole, supportive of this.

Members commented that the revised version was now much easier to read and more user friendly. They were also pleased to see the inclusion of colour and photographs to accompany some of the entries.

The Assistant Town Clerk reminded Members that this document had previously been produced by the Committee and Member Services Team but was now the responsibility of the Director of PRO. He stated that this had never been 'under the control' of any given Committee but that all Members had been given the opportunity to feed in to and comment on the new version.

Members were informed that, as this was the first edition of the revised Briefing it was still very much a 'work in progress' and that further feedback from all would be welcomed. The Assistant Town Clerk commented that, whilst hard copies of the document would be made available on request, it was hoped that the new version of the Briefing would be viewed electronically.

Finally, the Committee and Member Services Officer reported that, following comments made at the last meeting of this Steering Group, a new, separate Briefing would now be produced for Livery Company Clerks. Members were informed that this would be a quarterly briefing with the first edition circulated in January 2013. The Committee and Member Services Officer reported that the Chairman of the Livery Committee and all Livery Company Clerks had been informed of this change and that the feedback to date had been positive.

### 3. RECENT EVENTS

#### a) **O2 Phone Migration and Unlocking for Members – Wednesday 19 September 2012;**

The Committee and Member Services Officer reported that all Members had been invited to attend this event in order to assist them with the 'switch' in service providers. The IS Team had reported that this event had been well attended.

#### b) **The Equality Act 2012 – Keeping it Legal – What you need to know – Wednesday 31 October 2012;**

The Committee and Member Services Officer reported that this session, which had been rearranged following a last minute cancellation earlier in the year, had been very well received. The Group were informed that the session had been attended by 10 Members and that this topic was now to be incorporated within the new Member Briefing programme for early 2013.

Members of the Group who had been present at the session, including the Chief Commoner, commented on the fact that it had been lively, informative and very well organised.

**c) IS 'Open Day' – Wednesday 21 November 2012;**

The Committee and Member Services Officer reported that these drop in sessions which enabled Members to access IS staff on a 1:1 basis with any individual concerns were now a frequent fixture and it was intended that these would continue into 2013.

The Committee and Member Services Officer went on to report that the IS Team were also continuing to contact Members individually regarding 1:1 iPad training sessions. A Member commented that she had recently attended a 1:1 session and had found this extremely useful.

Finally, Members were informed that a short 'crib sheet' on how best to access Committee Papers on the iPad had now been produced by the IS team and had been circulated to all.

**d) Standards – information and advice on the new arrangements/Code of Conduct – Monday 26 November 2012 and Thursday 29 November 2012.**

The Committee and Member Services Officer reported that 28 Members had attended one or other of the initial sessions offered on the new Standards Regime. Members were informed that officers were looking to circulate a 'frequently asked questions' sheet to all in the near future based on some of the issues that had been raised at the sessions.

The Chief Commoner and others who had attended one of the sessions stated that they had found them extremely useful and a vital source of information.

**4. MEMBER INDUCTION PROGRAMME / UPDATE**

The Committee and Member Services Manager was heard relative to progress on the New Member Induction Programme.

The Committee and Member Services Manager reported that Officers had held regular meetings with the Chief Commoner since the last meeting of this Steering Group in order to consult him on all plans to date.

Members were reminded that feedback had been sought from all on the new Member Handbook which had been tabled at the last meeting and that all sections had now been circulated to relevant Departments to review and update as necessary. The Committee and Member Services Manager reported that the final version of the new Handbook would be produced at the end of January 2013 and asked that any Member who wanted to comment on this did so by this point.

Members were informed that, in addition to the New Member Handbook, officers were also working up a programme of Briefings for those joining the Court. The Committee and Member Services Manager reported that officers had discussed a number of options with the Chief Commoner including holding the briefings over two separate working days (as was the case in 2009) and holding the briefings over a weekend. However, it had been decided that the



best approach, most likely to 'capture all' would be to spread the Briefings over a 3 week period post-elections and to offer two hour sessions at different times each day – morning, lunchtime and early evening. Members were informed that the Briefings would focus on a number of key areas and it was hoped that each would be repeated within the three week period.

The Committee and Member Services Manager reported that all Chief Officers had now been contacted regarding the proposed briefing sessions and had been requested to 'book in' their slots via a calendar that had been set up on the shared drive. The Group were informed that Chief Officers had been encouraged to be as creative as possible with their 'slots' making them interactive and including things such as site visits/tours. Members were informed that feedback from Chief Officers had been extremely positive to date.

Members suggested that all should be made aware of the scheduled briefing sessions in the New Year. The Committee and Member Services Manager stated that it was hoped that some of the returning Members and members of this Steering Group might attend/champion the post-election briefings.

In addition to the three-week briefing period, Members were informed that an initial Welcome Day had been scheduled for Monday 25<sup>th</sup> March 2013 to 'kick start' the event. It was envisaged that Ward Deputies and the Chief Commoner would also be involved in this.

Finally, Members were informed that, in addition to the post-election briefings in April 'refresher' briefings would be scheduled for both new and returning Members in July 2012.

In response to questions, the Committee and Member Services Manager reported that she was currently liaising with the Electoral Services Team in order to determine deadlines and how best to 'link in' with the information made available to candidates from any early date.

It was suggested that all Ward Deputies should be written to with details of the proposed Briefings so that they could proactively promote attendance at these at the March Wardmotes.

In response to a further question, the Assistant Town Clerk reported that, whilst inductions of this scale were not offered to individual Members who joined the Court at various bi-elections, these Members were encouraged to contact relevant Chief Officers to 'plug any gaps' in their knowledge.

#### **5. NEW MEMBER LEARNING AND DEVELOPMENT QUESTIONNAIRE**

The Group considered a revised Members' Learning and Development Questionnaire.

The Committee and Member Services Manager reported that, historically, a fairly lengthy Learning and Development Questionnaire had been circulated to all and all new members had been asked to complete this on joining the Court. The Group were informed that it was now proposed that this revised and

simplified version of the questionnaire be circulated to all prior to the 2013 Summer recess. It was hoped that the responses would help inform and shape the Member Learning and Development Programme for the next 6 months from July – December 2013.

A Members suggested that the 'Finance and the City' section would benefit from being more focused with various headings such as 'Banking', 'Insurance' and 'Maritime' for Members to choose from.

**6. 2013 COUNCILLOR ACHIEVEMENT AWARDS**

The Group received information relative to the 2013 Councillor Achievement Awards.

The Group did not feel that these awards were of particular relevance to the work of Common Councilmen and therefore decided against promoting these more widely amongst Members.

**7. MEMBER DEVELOPMENT NETWORK**

The Steering Group received the minutes of the last London Member Development Meeting on 24 October 2012.

The Committee and Member Services Manager reported that she attended these meetings quarterly and that they were a good way to share best practice in terms of Member Learning and Development. She went on to highlight that the key issue at the most recent meeting had been a proposal from London Southbank University around introducing accreditation for elected members. Members were informed that similar courses had previously been offered by other institutions and that it was anticipated that the costs would be relatively high.

**8. PROPOSED 2013 MEETING DATES**

The Steering Group considered the proposed 2013 meeting dates. It was suggested that a meeting be scheduled for mid-February as opposed to March in order to update all on the new Member Induction arrangements.

It was suggested that the final 2013 dates be approved by the Chief Commoner and Chief Commoner Elect and then circulated to all in due course.

**9. ANY OTHER BUSINESS**

There were no additional items of business raised.

**The meeting ended at 2.50 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1427**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**

# Agenda Item 8

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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