



Members Privileges Sub (Policy and Resources) Committee

Date: WEDNESDAY, 3 JULY 2013

Time: 10.30 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: George Gillon (Chief Commoner) (Chairman)
Deputy Ken Ayers
Deputy John Barker
Mark Boleat
Deputy Billy Dove
Simon Duckworth
Deputy Robin Eve
Stuart Fraser
Oliver Lodge
Jeremy Mayhew
Deputy Richard Regan
David Thompson

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John Barradell
Town Clerk and Chief Executive

AGENDA

Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 24 January 2013 (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 15 February 2013 and the draft minutes of the meeting held on 17 May 2013 (copies attached).

For Information
(Pages 5 - 18)
5. **SUPPORTING STATEMENTS AND CVS**
Resolution of the Policy and Resources Committee, 2 May 2013 (copy attached).

For Decision
(Pages 19 - 20)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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:-

Item No.	Exempt Paragraphs
9	3
9. **MEMBERS PROTOCOLS**
Chief Commoner to be heard.
10. **QUESTIONS ON MATTERS RELATING TO THE SUB COMMITTEE**
11. **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 **Thursday, 24 January 2013**

Minutes of the meeting of the Members Privileges Sub (Policy and Resources) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Thursday, 24 January 2013 at 12.00 pm

Present

Members:

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

Officers:

Peter Nelson	- Assistant Town Clerk
Jacky Compton	- Town Clerk's Department
Paul Double	- City Remembrancer

1. APOLOGIES

Apologies received from Mark Boleat, Deputy Robin Eve, Oliver Lodge and George Gillon.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 27 June 2012 were agreed as a correct record.

Matters Arising

Banquets at Mansion House – The Remembrancer advised the Sub Committee that notices were being circulated today to Members under the new system whereby Members were able to stress their preference as to allocation of seats at Banquets.

Discussion took place around the issue of Members not being re-elected in March who may have received invites. The decision was taken that those invitations would have to be returned as soon as possible and placed into a pot for any potential new Members.

With regards to tickets that were returned by past Members, the Town Clerk advised that re-allocations of these tickets be left in the hands of the Chief Commoner in consultation with the Remembrancer. It was also agreed that a

list be created of any vacancies at Banquets by Mansion House and the Remembrancer and passed to the Chief Commoner for re-allocation.

Royal Garden Party Invitations – The Remembrancer advised that he was responsible for submitting names to the Palace as to who should be invited. He stated that the numbers would vary each year and that the people that had been chosen this year were involved in some way with the Jubilee.

The Chairman requested a report to be submitted to the next meeting as to the various categories when choosing names.

Car Parking Policy – The Town Clerk advised that parking in the Yard is currently restricted to essential services, with parking space for Members provided through means of a dedicated underground car park. The policy was originally implemented at the request of Members so as to keep the number of cars in the Yard to a minimum, in the interests of pedestrian safety, maintaining the ambience of the Yard as an open space, and minimising the damaged caused to the flagstones by cars.

4. **MEMBER DEVELOPMENT STEERING GROUP UPDATE**

The minutes of the Member Development Steering Group meetings held on 7 September 2012 and 7 December 2012 were received.

A Member enquired as to whether it was possible, after the elections, if any new deputies appointed to Wards could be trained and given any relevant documentation. He stated that Alderman for that Ward should also explain to new Deputies what their function is.

A Member enquired as to the membership of the Steering Group. The Town Clerk explained that an invitation is sent out to all Members and that the Group consists of long serving members and also new members. He stated that there was a need to refresh this Group and that he would report back to the next meeting of the Steering Group with the Sub Committee's views.

RECEIVED.

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

There were no questions.

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

There were no urgent items.

7. **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 Part 1 of Schedule 12A of the Local Government Act as follows:-

Item No.
8

Exempt Paragraphs
3

8. **MINUTES**

The non-public minutes of the meeting held on 27 June 2012 were received.

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

There were no questions.

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 12.50 pm

Chairman

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MEMBER DEVELOPMENT STEERING GROUP Friday, 15 February 2013

Minutes of the meeting of the Member Development Steering Group held at
Committee Room - 2nd Floor West Wing, Guildhall on Friday, 15 February 2013 at
1.45 pm

Present

Members:

Deputy John Bennett
Revd Dr Martin Dudley
Marianne Fredericks
Wendy Hyde
Barbara Newman
Henrika Priest
Deputy Richard Regan (in the Chair)

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 Deputy Ken Ayers (Chief Commoner) (Chairman), Mark Boleat, George Gillon (Chief Commoner Elect) and Deputy Joyce Nash.

2. MINUTES OF THE LAST MEETING

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

MATTERS ARISING

Plasma Information Screens (page 1) – A Member stated that he was surprised to hear that staff had not been consulted on this matter particularly as some of the West Wing Security Staff had expressed a preference for relocating the screens so that they were more visible for them.

A Member stated that this matter had been discussed in full at the last meeting of this Group and a vote had been taken. She reminded the Group that the screens, in their current position, were intended to display general information for members of the public and not just for those actually attending meetings at the Guildhall.

The Group acknowledged that this was not a matter directly within its remit and it was suggested that the Chief Commoner could take this up with the Director of PRO.

Recent Events (page 2) – A Member commented on yesterday’s scheduled Informal Members’ meeting which had been cancelled without consulting all Members on any issues they might want to raise.

Deputy Regan stated that Members had been encouraged to contact the Chief Commoner with any issues they might want to see on the agenda in advance of the meetings although he accepted that it would have been useful if a reminder of this had been sent to all.

A Member commented that, in the past, these meetings had gone ahead regardless of any agenda being prepared in advance and Members had been given the opportunity to raise or discuss issues amongst themselves.

Members were of the view that informal meetings should not be cancelled in the future as they were an opportunity to air common issues / concerns and that this should be conveyed to the Chief Commoner and the Chairman of Policy and Resources.

3. **RECENT EVENTS**

a) IS ‘Open Day’ – Wednesday 16 January 2013;

The Committee and Member Services Officer reported that there were plans to repeat the ‘Open Day’ next month as feedback from Members had been extremely positive to date.

b) Three City Schools Joint Training Session – Access and SEN’s – Monday 21 January 2013;

The Committee and Member Services Officer reported that this had been a very successful event facilitated by the City of London Freeman’s School. Members were informed that this was an annual event focusing on a different topic of common interest each year. It was reported that this year’s sessions was opened up to a wider audience to include not only Governors of the three City Schools but also Governors of King Edwards School, Witley.

A Member, who was also Chairman of the Board of Governors of the City of London Freeman’s School added that the event had been extremely useful and of interest to all who had attended.

A Member suggested that sessions such as these may also be of interest/use to Members of the Community and Children’s Services Committee.

Members were of the view that much of the ‘Committee specific’ training could usefully be offered to all Members and made more general. The Assistant Town Clerk stated that he would be happy to raise this with various Chief Officers. A Member stated that it was her recollection that it had originally been proposed that the Informal Members’ meetings would have an element of this attached to them.

c) Member Finance Seminar – Friday 1 February 2013;

The Committee and Member Services Manager reported that this was now an annual briefing delivered by the Chamberlain's Department.

Members of the Group who had attended one of the two briefings held on 1 February commented that these had been very useful, well delivered events. They were pleased to see that the Chamberlain's Department had taken on board and addressed previous criticisms with regards to the presentation of their financial information.

A Member commented that it might be useful to have two sessions held on different days in future years so as to try and ensure that as many Members as possible were able to attend.

4. FORTHCOMING EVENTS

a) IS 'Open Day' – Tuesday 19 February 2013;

The Committee and Member Services Officer reported that these events were normally scheduled to coincide with meetings of some of the Corporation's larger Committees in order to make them as convenient as possible to as many Members as possible. This month's event was therefore to be held on the same day as the Finance Committee.

In response to questions, the Committee and Member Services Manager reported that these events would continue to be scheduled throughout the year if they continued to be relatively well attended and if feedback continued to suggest that they were useful.

A Member suggested that a sheet of various 'IS Frequently Asked Questions' would be useful and would also save time in terms of Members having to telephone the IS Service desk each time they had a problem.

b) Initial 'Welcome Day' for newly elected Members and their Deputies – Monday 25 March 2013

c) New Member Induction Briefings – Tuesday 2 April 2013 – Friday 19 April 2013

The Committee and Member Services Officer reported that further information on these two events were available at Item 5 and within the circulated papers.

5. NEW MEMBER INDUCTION - FINAL UPDATE

The Committee and Member Services Manager updated the Group on Plans for the Induction of any new Members the City might gain following the March 2013 elections.

It was reported that all new Members would be encouraged to attend an Initial 'Welcome Day' on Monday 25 March which would cover all of the basics/practicalities and would allow new Members to 'meet and greet' some 'key' Officers and Senior Members/Ward Deputies.

The Committee and Member Services Officer then went on to highlight that this initial Welcome Day would be followed by a series of briefings scheduled over a three week period in early April. She reported that a lot of work had been done in terms of engaging Chief Officers and encouraging them to be creative with their slots in terms of both content and venue. She went on to highlight that there were plans to hold some of the sessions at the Old Bailey, Mansion House and the City Marketing Suite.

In response to questions regarding the briefing subjects, the Committee and Member Services Manager reported that there were still a few Chief Officers who were yet to respond to the request to host a briefing but added that all would be finalised by early March. A Member underlined the need to include 'education' as a briefing subject by the City Schools and the GSMD. It was also suggested that Community and Children's Services should contribute.

Members were informed that the Programme of Briefings was to be presented in a booklet form with pictures of each of the Chief Officers delivering the sessions as well as an outline of the key objectives of each briefing.

Members were informed that, in addition to the briefings, new Members would also be issued with an 'Induction Pack' full of useful information to help 'get them started'. The Committee and Member Services Manager reported that this had been widely consulted on across the organisation and that final checks on the Pack were now being undertaken.

Final proofs of the Pack were made available at the meeting and the Committee and Member Services Officer invited any Member who might be interested to review the contents in more detail over the coming weeks.

In response to a question regarding the Member Photobook, the Assistant Town Clerk reported that this would be re-produced as soon as possible after the March elections once the membership of the Court had been confirmed.

In response to further questions, the Committee and Member Services Manager reported that it was envisaged that the Induction Pack would eventually be available as an electronic document with the different sections 'bookmarked' for ease of use on both PCs and iPads. She stated that this would make it easier to circulate more widely and, particularly, to any returning Members who might find this of use/interest.

A Member suggested that it might be useful to inform new Members of the new GSM map and online telephone book which would help them in terms of who best to contact with various issues as they got started.

It was also suggested that Officers could consider putting any forms for completion within the pack on different coloured paper.

Finally, the Committee and Member Services Manager reported that the Team were also keen to evaluate the sessions and drew Members' attention to the draft evaluation form circulated.

A Member suggested that introducing 'self-tests' might be an effective way of ensuring that certain information was being absorbed and re-enforced.

In response to questions, the Assistant Town Clerk stated that he would be dealing with the Court of Common Council, Standing Orders and the Livery amongst other areas within his briefings. A Member suggested that it would also be helpful for him to provide new Members with a plan of the top table for Court of Common Council and to explain the set-up of the Great Hall on Court days in general.

Members congratulated Officers on putting together what was now a robust and extremely useful Induction programme.

The Committee and Member Services Officer reported that whilst the Induction of any new Members was a priority at present a similar programme of briefings would be offered to the full Court in early July, ahead of the Summer recess.

6. CONFIRMATION OF 2013 MEETING DATES

Members noted the remaining 2013 meeting dates for the Member Development Steering Group which are as follows:

- Friday 17 May 2013 – 1 for 1.45pm
- Friday 13 September 2013 – 1 for 1.45pm
- Friday 6 December 2013 – 1 for 1.45pm

7. ANY OTHER BUSINESS

Membership of the Member Development Working Group

Revd. Dr. Dudley reported that he had taken the decision to stand down from the Group and that this would, therefore be his last meeting.

Deputy Richard Regan (in the Chair) thanked Revd. Dudley for being such an active member of the Group and helping to shape how things now move forward.

It was suggested that the Group review its membership following the March 2013 elections and continue to maintain a 'balance' of both senior and newer Members.

The meeting ended at 2.55 pm

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MEMBER DEVELOPMENT STEERING GROUP
Friday, 17 May 2013

Minutes of the meeting of the Member Development Steering Group held at
Committee Room - 2nd Floor West Wing, Guildhall on Friday, 17 May 2013 at 1.45
pm

Present

Members:

George Gillon (Chief Commoner) (Chairman)
Deputy Ken Ayers
Marianne Fredericks
Wendy Hyde
Deputy Joyce Nash
Henrika Priest
Alastair Moss

Officers:

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

1. APOLOGIES

Apologies for absence were received from Deputy John Bennett, Mark Boleat and Deputy Richard Regan.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 15 February 2013 were considered and approved as a correct record.

MATTERS ARISING

Plasma Information Screens (page 1) – The Chief Commoner commented that he did not feel that this was a matter for the Steering Group to deal with.

A Member reported that the plasma screens in the Members' Room were not currently working. Ellen Murphy undertook to look into this matter as soon as possible.

Informal Members' Meetings (page 2) – The Chief Commoner reminded Members that two Informal Members' Meetings were scheduled in place of full Court meetings each year if there was any business to discuss. He recognised that more could possibly be done to encourage Members to put forward any items for discussion to him and the Chairman of the Policy and Resources Committee in future.

Three City Schools Joint Training Session (page 2) – A Member reported that this had been a very well-run and informative session. She suggested that City Academy Governors be invited to attend these sessions in future years.

2013 Meeting Dates (page 5) – The Chairman asked the Group to note the remaining 2013 meeting dates but suggested that the Group might want to review the frequency of their meetings for 2014. It was suggested that 3 meetings should be scheduled for 2014 with any additional, ad-hoc meetings, called if necessary.

3. **MEMBERSHIP MATTERS**

The Town Clerk reminded Members that Revd. Dr. Dudley had resigned from the Group at their last meeting and it had been agreed, at this point, that they would go on to review their Membership in its entirety whilst still attempting to maintain a 'balance' of newer and longer serving Members of the Court.

Deputy Nash highlighted that she had been one of the founding members of the Group and had enjoyed her time serving on this body but was now happy to stand down and make way for others.

The Chief Commoner reported that he had received expressions of interest from two new Members of the Court wishing to serve on the Group – Alastair Moss and Ann Holmes. The Group were happy to welcome both of these new Members to the Group.

The Chief Commoner went on to state that he would like the Group to give consideration to its numbers and would suggest that a Group of 10 would be desirable.

It was suggested that the Chief Commoner should 'sound out' any other expressions of interest from Members of the Court in serving on this Steering Group and any longer serving members of the Group who might also like to now stand down.

RESOLVED – That, Ann Holmes and Alastair Moss both be appointed to serve on the Member Development Steering Group.

4. **REVIEW OF NEW MEMBER INDUCTION**

The Group received a report of the Town Clerk reviewing the delivery and effectiveness of the recent new Member Induction arrangements delivered in late March/early April 2013.

The Chief Commoner began by congratulating Officers on all of their efforts to deliver what he felt had been a very impressive and successful programme.

The Committee and Member Services Manager reported that the feedback received from new Members to date had generally been very positive with regards to being able to meet 'key' people and to understand their role. She added that many returning Members had also appreciated meeting their new colleagues quickly too. The Group were informed that the Chief Officers who

had delivered the various sessions had also indicated that they had benefited hugely from their exposure to the new Members of the Court.

In response to questions, the Committee and Member Services Officer highlighted that attendance at each of the sessions was detailed on page 13 of the papers. She added that new Members had not been required to RSVP for all of the sessions as Officers wanted to be as flexible as possible and to encourage as many new Members as possible to attend on each occasion.

The Group were keen to hear the views of a Member who had recently been through the Induction. Mr Moss commented that some of the daytime sessions had been difficult for him to attend but added that, where this had been the case, 1:1 sessions with relevant Chief Officers had been facilitated. He went on to suggest that feedback might be more forthcoming if individual evaluation sheets were handed out at the end of each session. Finally, he suggested that more advanced notice of the proposed Induction Programme dates would have been beneficial. He concluded by saying that, on the whole, the Induction Programme had been a very welcome process and that all had been very helpful and approachable.

The Chief Commoner went on to discuss the role of Deputies with regard to new Members. He highlighted that some Deputies were, of course, new Members themselves and suggested that he would personally meet with any new Deputies to discuss their role and responsibilities in greater depth.

In response to questions, the Assistant Town Clerk reported that there were no formal briefings for Ward Deputies regarding their 'expected' duties and that it was more a question of good practice with practices tending to differ between Wards. Having said this, it was suggested that the Privileges Sub Committee might want to consider the issuing of guidance to Deputies and whether or not existing information needed updating.

A Member reported that the 'lady Members' had also arranged their own 'get together' which had been very well attended.

In response to a question, the Chief Commoner stated that the new Member Induction Pack, which had been very well received and was a helpful and comprehensive guide on a range of issues, could be circulated electronically to all Members for information in due course.

RECEIVED.

5. RECENT/FORTHCOMING EVENTS

a) Members' IS 'drop in' Session – Thursday 16th May 2013

Ellen Murphy reported that the most recent IS 'drop in' Session had been very well attended. Members were informed that a member of the Contact Centre staff had also been present on the day providing Members with information on Social Media.

She commented that it had been useful to hold this on a Court day and also to be positioned in the Members' Room as this seemed to 'prompt' people to come along with any questions and issues.

It was agreed that future sessions should continue to be held on Court days in this same location.

The Chief Commoner went on to refer to the April 2012 Court of Common Council meeting, parts of which had been filmed and placed on YouTube by the City Corporation's PRO Office. He noted that he and other Members had not been informed of this in advance. A Member reported that the Corporation had recently made a number of short YouTube videos detailing different areas of its work and that this was a pilot being run by the PRO Office. The Assistant Town Clerk suggested that links to the YouTube films could feature in the Members' Briefing. Members suggested that, if any future meetings were to be filmed, Officers would need to ensure that non-public/confidential papers were not visible and Members should be advised in advance.

Members suggested that the Corporation's Policy on Social Media should be clearly highlighted to Members, many of whom now held Twitter accounts. The Committee and Member Services Manager suggested that PRO could be encouraged to cover this topic at their July all Member Briefing sessions.

b) Licensing Hearing Training

The Committee and Member Services Officer reported that an external trainer had also delivered a session to new Members of the Licensing Committee regarding Licensing Hearings earlier this week.

It was reported that similar training would soon be offered to new members of the City's Planning and Transportation Committee.

6. 'ALL MEMBER' 'FOLLOW UP' BRIEFING SESSIONS

The Group considered the timetable for the delivery of the July 2013 'all Member' briefing sessions.

The Committee and Member Services Officer highlighted that these sessions would be promoted in the May and June editions of the Members Briefings and that all Members would be emailed the final schedule of sessions directly in due course. Members were encouraged to suggest any additional means of promoting these sessions so that as many Members as possible could be encouraged to participate.

A Member suggested that a finalised schedule of events should be posted on the Members' Room Board in due course and that consideration could be given to sending Members meeting requests for each session so that they could accept or decline these as necessary. It was noted, however, that some Members had previously opposed the circulation of meeting invites and this may not therefore be well-received. It was further suggested that Members could be encouraged to 'sign up' for these sessions before or after future Court meetings with Officers further promoting what would be on offer.

In response to a question, the Committee and Member Services Officer reported that the fact that only some of the sessions were to be repeated but not others was due to individual Chief Officer's availability.

RECEIVED.

7. LEARNING AND DEVELOPMENT QUESTIONNAIRE AND LONGER TERM PLANS

The Group discussed the circulation of a comprehensive Learning and Development questionnaire to the full Court in September 2013 and considered plans for reviewing the responses received and how these might then inform longer-term training and development plans.

The Committee and Member Services Officer reported that, if Members were not keen to complete a questionnaire, they would be offered the opportunity to meet with a member of the Committee and Member Services Team and discuss their individual requirements.

The Group were informed that Officers would report back to them in late 2013/ early 2014 on the top priorities arising from the responses received and formulate a longer-term training and development programme for all Members around these.

Members suggested that the offer of 'evening' sessions within the questionnaire should be made more time specific i.e. after 5/6pm.

In response to questions regarding the reference to Code of Conduct and Equalities training, the Committee and Member Services Manager reported that these references had previously been added at the request of Corporate HR. She added that this matter could now be followed up with them to determine what constituted 'adequate training' in these areas.

In response to further questions, the Committee and Member Services Manager stated that the Committee and Member Services Team would be responsible for delivering the longer-term development programme. She reminded the Group that there was no dedicated Member Development Officer within the team and so the proposed programme would need to be realistic whilst also taking into account budget/resource availability.

Members agreed that any forthcoming programme would need to be realistic and more focused. It was recognised that the previous plan overseen by the Group had been too 'overwhelming' with many conflicting needs. It was suggested that just 4-5 issues should be focused on and delivered over an agreed period of time i.e. 6-12 months, with additional, ad hoc, learning and development sessions scheduled where possible on a 1-2-1 basis or as specific Member needs arose.

The Group requested that the final version of the questionnaire be sent to them for final approval before being distributed to all.

8. **ANY OTHER BUSINESS**

Aldermen

In response to questions regarding the training, development and induction of Aldermen, the Assistant Town Clerk reported that new Aldermen were given an induction in the same way as any new Member would be and that these were normally conducted individually or in pairs.

He added that, as Aldermen progressed to the Mayoralty, a more focused programme of learning and development, focusing on things such as media exposure was available to individuals. He added that, to an extent, it was also the responsibility of the Aldermen to 'flag up' any areas in which they might need assistance or additional support.

The Committee and Member Services Manager added that the recent new Alderman had been invited to participate in the new Member Induction Programme and had also received the new Member Induction Packs.

Members' Photobook

In response to questions regarding the Members' photobook, the Committee and Member Services Officer reported that a new Photobook was currently in production but that Officers had been awaiting the appointment of three new Aldermen so as to ensure that this information was as up to date as possible.

It was explained that the document would be circulated in the near future and updated electronically going forward so that it could be circulated in PDF format in the future with greater ease.

The Chief Commoner highlighted that all up-to-date Member photographs were available on the public website and could be arranged either alphabetically or in Ward order.

Date of next meeting

The Group noted that the next meeting would take place on Friday, 13 September 2013 at 1 for 1.45pm.

The meeting ended at 3.00 pm

Chairman

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Agenda Item 5

TO: **MEMBERS PRIVILEGES SUB-COMMITTEE**

Wednesday, 3 July 2013

Thursday, 2 May 2013

FROM: **POLICY AND RESOURCES COMMITTEE**

QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

Supporting Statements and CVs

A Member questioned whether the guidance for the submission of supporting statements and CVs to serve on a Committee or become Chairman and Deputy Chairman, particularly with regard to the length of submissions, should now be made mandatory. Discussion ensued on the merits of this and it was suggested that the matter be referred to the Members' Privileges Sub-Committee for consideration.

RESOLVED – That the Members' Privileges Sub-Committee be requested to consider whether the informal arrangements for submitting statements and CVs, particularly with regard to the length of submissions, in support of candidature to serve on a Committee or as Chairman and Deputy Chairman of a Committee should now be made mandatory.

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