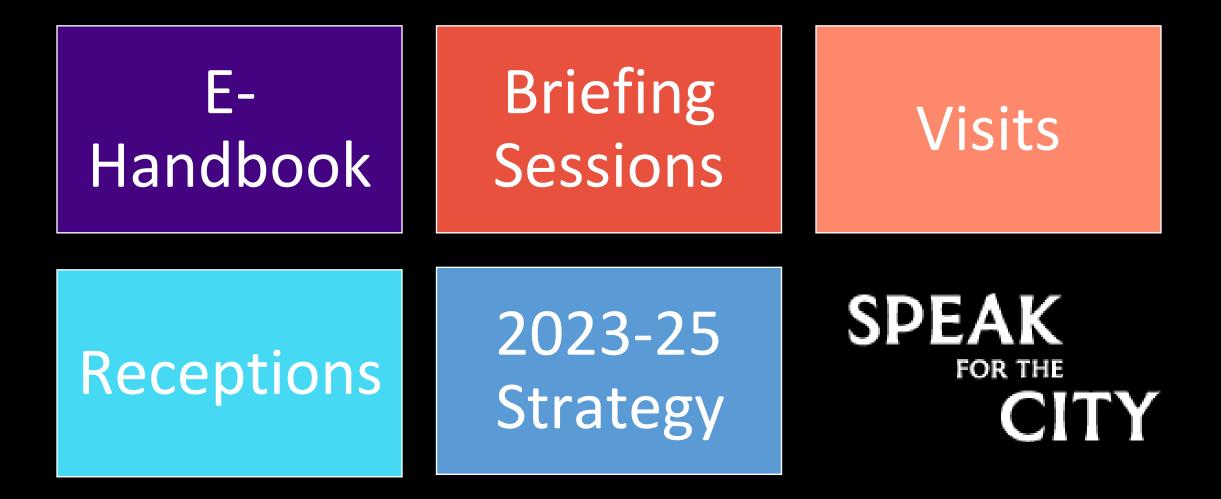
New Member Induction



E-Handbook

- Foreword from the Town Clerk & Chief Executive and Lead Members of the City Corporation
- Welcome to the Governance & Member Services Team
- The Corporate Plan
- Organisation Departmental Organigram
- Chief Officer Departmental Pages
- List of Grand Committees

- Information on decision Making and Member Services
- Committee Etiquette
- The City Corporation Governance
 Framework
- The City Corporation Financial Framework
- Internal Audit and Risk Management
- City Corporation Hospitality and Facilities
- Information regarding the Guildhall Complex
- Guidance for Members The Freedom



Briefing Sessions

Series of briefing sessions (hybrid) and visits to be delivered between April and June (Quarter 1 of 2025 Civic Year) To include:

- Comptroller's Briefing Code of Conduct/Member Behaviour MANDATORY?
- Financial Briefing
- Governance Overview and Decision Making
- Training sessions (Licensing, Planning, use of IT)
- Political and Business Stakeholder engagement session
- Major Projects
- Key Corporate strategies (e.g. Corporate Plan, Lord Mayor, Climate Action Strategy, Destination City, equality diversity and inclusion)
 Sessions to be recorded.



Visits

The following departments/institutions could be contacted in order to co-ordinate visits:

- Ward Visits?
- City Schools inc. GSMD
- Mansion House & the Old Bailey
- Markets
- Open Spaces
- City of London Police
- Barbican Centre
- Housing Estates



Receptions

- New Member Induction Briefing Day/Morning-24 March 2025
- All Member Reception (hosted by the Chief Commoner) April 2025 Afternoon Tea Scheduled for April 2025 (after CoCo) ?
- Policy Chair's Supper ? May 2025
- Co-Opted Member Reception (hosted by the Chief Commoner) To be explored



Future Development Programme

Training Programme to be drawn up based on MDSSC feedback from March 2024 and brought back for interrogation here.

In the meantime

- Future proof material so it remains up to date when casual vacancies are filled or when co-optees join the City of London.
- Consider how to creatively share more granular information about specific projects and areas of interest: e.g. Culture Mile; Staff Networks; Destination City; Mayoral Theme.



Considerations throughout

- Be innovative
- What should be available for all Members vs. New Members?
- What can be used for co-optees?
- How can the material be reused for new Members after 2025?
- Accessibility of resources
- Comms and consultation with candidates, Members and Officers
- Maintaining Business as Usual



Concerns, Risks and Mitigations

- Accessibility Ensure all events are hybrid (except receptions)
- Timings ensuring maximum engagement
- Staffing Governance & Member Services vacancies still exist so recruitment is to be prioritised
- Any Budgetary concerns/restrictions?

