

# New Member Induction

E-  
Handbook

Briefing  
Sessions

Visits

Receptions

2023-25  
Strategy

**SPEAK**  
FOR THE  
**CITY**

# 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?

