



New Member Induction Briefing

Venue: Committee Rooms 3 and 4, West Wing Guildhall.

Date: Monday, 28th March 2022 between 10am and 2pm

10.00am – 10.15am	<i>Refreshments and Registration</i>
10.15am – 10.40am	Introduction and Welcome (John Barradell, Town Clerk & Chief Executive)
10.40am – 10.50am	Welcome from the Chief Commoner, Deputy Brian Mooney
10.50am – 11.30am	The Role of the Governance, Members and Electoral Services – Decision making, corporate governance and the provision of advice and support to Members (Greg Moore, Assistant Town Clerk and Gemma Stokley/Polly Dunn, Principal Governance and Members' Services Managers)
11.30am – 11.40am	<i>Refreshments</i>
11.40am – 12.15pm	Introduction to the City Corporation's financial framework (Caroline Al-Beyerty, Chamberlain)
12.15pm - 12.30pm	The Member IT Offering (Ellen Murphy, IS - VIP Support Team)
12.30pm – 2.00pm	<i>Lunch/Networking and 'Set up Activities'</i> The following activities will be completed within this period whilst a buffet lunch is available: <ul style="list-style-type: none"> • Photographs for security passes to be taken in Chairman's Room 2, 2nd Floor, West Wing. • Members' IT requirements logged (Ellen Murphy) • Guidance on the Code of Conduct and, where possible, the completion of mandatory forms
At the conclusion of lunch – 2.00pm	Tour of the West Wing, Guildhall: <ul style="list-style-type: none"> • Robes will be fitted and allocated in the Committee Room waiting area in smaller groups of approx. 6-8 (The Remembrancer's Team) • The Town Clerk's Department • Postroom • Members' IT Room and Members' Areas • Chairmen's Rooms and Committee Rooms • Guildhall Club • Great Hall/Livery Hall