

# MEMBER DEVELOPMENT AND INDUCTION PROGRAMME 2025

## Member Induction Briefing Sessions in First Month Following Election on 20 March 2025

<i>Session</i>	<i>Time, Date and Location</i>
New Member Induction Programme Induction Day (Day 1)*	Monday 24 March, 9.45am-4.00pm Committee Room / Livery Hall
New Member Induction Programme Induction Day (Day 2)*	Wednesday 26 March, 9.45am-4.00pm Committee Room / Livery Hall
Policy Chairman hosted breakfast briefing: Corporate Plan*	Thursday 27 March, 8.30am-10.00am Guildhall
Members' Code of Conduct	Monday 31 March, 2.00pm-4.00pm Committee Room 2, Guildhall
Policy Chairman hosted breakfast briefing: Destination City*	Tuesday 1 April, 8.30am-10.00am Guildhall
The Court of Common Council - Your First Meeting	Tuesday 1 April, 10.00am-12.00pm Committee Room 2, Guildhall
Members' Code of Conduct	Wednesday 2 April, 10.00am-12.00pm Committee Room 2, Guildhall
Chairman of Policy and Resources Committee - All Member Reception	Wednesday 2 April, 6.00pm-8.00pm The Crypts, Guildhall
Policy Chairman hosted breakfast briefing: The Corporation's Capital Programme*	Thursday 3 April, 8.30am-10.00am Guildhall
Charity Obligations	Thursday 3 April, 2.00pm-4.00pm Committee Room, Guildhall
Police Authority Obligations	Friday 4 April, 10.00am-12 noon Committee Room 2, Guildhall
First City Corporation Ceremonial Event / The City's Relations with Parliament and Royal Household	Monday 7 April, 10.00am-12 noon Committee Room 2, Guildhall
City of London Corporation Financial Framework	Monday 7 April, 2.00pm-4.00pm Committee Room 2, Guildhall
Corporate Health and Safety / Corporate Risk Management	Tuesday 8 April, 2.00pm-4.00pm Committee Room 2, Guildhall
How the Decision Making Process Works	Wednesday 9 April, 10.00am-12.00pm Committee Room 2, Guildhall
Members' Code of Conduct	Wednesday 9 April, 2.00pm-4.00pm Committee Room 2, Guildhall
Accessing your committee papers (Mod.gov)	Thursday 10 April, 10.00am-12.00pm Committee Room 2, Guildhall
Corporate Parenting	Thursday 10 April, 2.30pm-3.30pm Committee Room 2, Guildhall

<b>IT and How to Make the Most of IT as a Councillor / GDPR Obligations</b>	<b>Friday 11 April, 2.30pm-4.30pm</b> Committee Room 2, Guildhall
<b>Policy Chairman hosted breakfast briefing: Our role as Financial Professional Services (FPS) Ambassador*</b>	<b>Wednesday 23 April, 8.30am-10.00am</b> Guildhall
<b>Members' Code of Conduct</b>	<b>Wednesday 23 April, 10.00am-12.00pm</b> Committee Room 2, Guildhall
<b>Policy Chairman hosted breakfast briefing: Residential Reset*</b>	<b>Thursday 24 April, 8.30am-10.00am</b> Guildhall
<b>Accessing your committee papers (Mod.gov)</b>	<b>Thursday 24 April, 10.00am-12.00pm</b> Committee Room 2, Guildhall
<b>Court of Common Council</b>	<b>Friday 25 April, 1.00pm-3.00pm</b> Great Hall
<b>Chief Commoner - All Member Reception</b>	<b>On rising of Court Friday 25 April</b> Guildhall Club

## Member Induction Briefing Sessions to follow in 3 months following first Court of Common Council meeting on Friday 25 April

<i>Session</i>	<i>Time, Date and Location</i>
<b>Member Safety</b>	<b>Monday 28 April, 3.00pm-5.00pm</b> Committee Room 3, Guildhall
<b>City Belonging</b>	<b>Tuesday 6 May, 2.00pm-4.00pm</b> Committee Room 3, Guildhall
<b>Wardmotes – to include role of Beadles, Honorary Ward Clerks and Ward Deputies</b>	<b>Wednesday 28 May, 2.00pm-4.00pm</b> Committee Room 2, Guildhall
<b>Procurement Awareness</b>	<b>Monday 2 June, 2.00pm-4.00pm</b> Committee Room 2, Guildhall
<b>Lord Mayor, Sheriffs and Common Hall</b>	<b>Tuesday 3 June, 3.00pm-5.00pm</b> Committee Room 2, Guildhall
<b>The Livery</b>	<b>Wednesday 4 June, 3.00pm-5.00pm</b> Committee Room 2, Guildhall
<b>People Strategy</b>	<b>Monday 9 June, 2.00pm-4.00pm</b> Committee Rooms 3 & 4, Guildhall
<b>Project Governance</b>	<b>Friday 20 June, 2pm-4pm</b> Committee Room 2, Guildhall
<b>Digital and Social Media Training</b>	<b>Friday 25 July, 10am-12pm</b> Committee Room, Guildhall

**Pre-register for your preferred sessions at:** [Members.Enquiries@cityoflondon.gov.uk](mailto:Members.Enquiries@cityoflondon.gov.uk)

N.B. Virtual attendance via Microsoft Teams is facilitated unless otherwise specified.

\*Attendance at these sessions is only required of **New Members**.

If you have any accessibility requirements for these sessions, or indeed would like to discuss how such requirements might be accommodated in your role as Common Councillor, please contact us on [Members.Enquiries@cityoflondon.gov.uk](mailto:Members.Enquiries@cityoflondon.gov.uk)