



# New Member Induction Briefing

Appendix 2

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

**Date:** Monday, 24<sup>th</sup> March 2025 between 9.45am and 4pm or

Wednesday, 26<sup>th</sup> March 2025 between 9.45am and 4pm

9.45am – 10.15am	<b>Refreshments, Registration and Security Pass</b>  The following activities will be completed within this period: <ul style="list-style-type: none"> <li>• Photographs for security passes to be taken in Chairman's Room 2, 2<sup>nd</sup> Floor, West Wing.</li> <li>• The issuing/completion of mandatory forms</li> </ul>
10.15am – 10.30m	<b>Introduction and Welcome</b> (Ian Thomas, Town Clerk & Chief Executive)
10.30am – 10.45am	<b>Welcome from the Chairman of Policy and Resources</b>
10.45am – 11.00am	<b>Welcome from the Chief Commoner, Deputy Peter Dunphy and/or the Chief Commoner Elect, Deputy Henry Pollard</b>
11.00am – 11.15am	<i>Refreshments</i>
11.15am – 12.00pm	<b>The Role of Members</b> (Greg Moore, Deputy Town Clerk, Polly Dunn, Assistant Town Clerk and Gemma Stokley, Principal Governance and Members' Services Manager)
12:00pm – 14:00pm	<b>Lunch and 'Induction Fayre'</b>  Providing an opportunity for Members to meet Chief Officers, learn more about departments, and garner interest for particular committees.  <i>A buffet will be provided.</i>
At the conclusion of the 'Induction Fayre'  14.00pm – 16:00pm	<ul style="list-style-type: none"> <li>• Robes will be fitted and allocated in the Committee Room waiting area in smaller groups of approx. 6-8 (The Remembrancer's Team)</li> <li>• Security Pass Issuing</li> <li>• IT Offering (Ellen Murphy)</li> </ul> <b>Tour of Guildhall</b> <ul style="list-style-type: none"> <li>• The Town Clerk's Department</li> <li>• Postroom</li> <li>• Members' IT Room and Members' Areas</li> <li>• Chairmen's Rooms and Committee Rooms</li> <li>• Guildhall Club</li> <li>• Great Hall/Livery Hall</li> </ul> <p>If you have any accessibility requirements for these sessions, or wish to discuss how such requirements might be accommodated in your role as Common Councillor, please contact <a href="mailto:Members.Enquiries@cityoflondon.gov.uk">Members.Enquiries@cityoflondon.gov.uk</a></p>