

TEAM BRIEFING SHEET NO. 160

DEPT:	DEPT MANAGER FOR QUESTIONS:	TEAM:
DATE OF BRIEFING : 27 March 2017	DATE AND METHOD OF ISSUE:	PRIORITY LEVEL: 1= Circulation Vital in 2 days 2= Circulation Ideally in 1 week 3= Circulation next available opportunity

Please note the change to format. This recognises the practice of electronic circulation of Team briefs. This is a trial adjustment to respond to issues raised about communications

1. *Departments must enter the name of the appropriate manager prior to circulation within their services to provide a contact for questions.*
2. *The information in the Brief must be circulated to the target audience (which may not be all employees) according to the priority above. This is a management responsibility and is not optional. An appropriate means of passing on the information should be adopted.*
3. *A reply must be sent to the source of the brief in each department to confirm that the information has been passed to employees as required.*

SECURITY

You will have seen the news of the terror attack in London and be aware of the heightened concerns about terrorism around the world. All of our thoughts are with the victims, their families and those who witnessed the incident.

Police Scotland have advised: "There is no specific intelligence to suggest such an incident will occur in Scotland, the UK threat level remains at Severe, therefore we must remain alert but not alarmed. You may notice increased police patrols. Such patrols are there for reassurance and community engagement."

The Corporate Management Team are taking the opportunity to review the council's arrangements for dealing with emergency incidents and will be ensuring that those who may need to respond are familiar with the necessary procedures. It is also important to ensure that we have appropriate security arrangements in place in our buildings, including access by visitors and this will also be being reviewed.

All employees are asked to be vigilant. Please raise any concerns you have about anything unusual with your manager and ensure that visitors are signed in and wear identification badges or are accompanied wherever possible.

Target Audience

All MC Employees

Priority Level

1
(Circulation Vital in 2 days)