

TEAM BRIEFING SHEET NO. 161

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| DEPT: | DEPT MANAGER FOR QUESTIONS: | TEAM: |
| DATE OF BRIEFING: 27 March 2017 | DATE AND METHOD OF ISSUE: 27 March 2017 via email to HoS secretaries | PRIORITY LEVEL: 1= Circulation Vital in 2 days- Corporate Services 2= Circulation Ideally in 1 week – other services |
| <p>1. <i>Departments must enter the name of the appropriate manager prior to circulation within their services to provide a contact for questions.</i></p> <p>2. <i>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.</i></p> <p>3. <i>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.</i></p> | | |
| <p>HEAD OF FINANCIAL SERVICES</p> <p>We are delighted to announce that Lorraine Paisey has been appointed to the position of Head of Financial Services. Lorraine, who is currently working as a Principal Accountant will take up her new role on the 1st July 2017 after Margaret Wilson has retired.</p> | | <p>Target Audience All MC Employees</p> <p>Priority Level 1 OR 2 AS ABOVE</p> |