

## TEAM BRIEFING SHEET NO. 163

<b>DEPT: Chief Executive's Office</b>	<b>DEPT MANAGER FOR QUESTIONS:</b> Roddy Burns	<b>TEAM:</b>
<b>DATE OF BRIEFING :</b> 10 May 2017	<b>DATE AND METHOD OF ISSUE:</b> 10 May 2017 by email	<b>PRIORITY LEVEL:</b> 1= Circulation Vital in 2 days 2= <del>Circulation Ideally in 1 week</del> 3 = <del>Circulation next available opportunity</del>
<p><i><b>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</b></i></p> <ol style="list-style-type: none"> <li>1. <i>Departments must enter the name of the appropriate manager prior to circulation within their services to provide a contact for questions.</i></li> <li>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></li> <li>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></li> </ol>		
<p style="text-align: center;"><b><u>COUNCILLOR RESIGNATION</u></b></p> <p>Sandy Cooper, one of three councillors elected to represent the Elgin City North ward, has tendered his resignation today.</p> <p>In his letter, Mr Cooper said: "After careful consideration, I wish to tender my resignation as councillor for Elgin City North ward. I apologise most sincerely for the great inconvenience and cost which this will involve. I am most grateful for the help, advice and assistance given by so many members of your staff during my training. I wish Moray Council every success in the future."</p> <p>Mr Cooper's resignation will trigger a by-election at a date still to be decided.</p>		<p><b>Target Audience</b></p> <p>All Staff</p> <p><b>Priority Level</b></p> <p>1</p>