

TEAM BRIEFING SHEET NO. 165

DEPT:	DEPT MANAGER FOR QUESTIONS:	TEAM:
DATE OF BRIEFING : 31 May 2017	DATE AND METHOD OF ISSUE: Via e-mail	PRIORITY LEVEL: <input type="checkbox"/> 1 = Circulation Vital in 2 days
<p><i>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</i></p> <ol style="list-style-type: none"> 1. <i>Departments must enter the name of the appropriate manager prior to circulation within their services to provide a contact for questions.</i> 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> 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 style="text-align: center;"><u>'Your Voice' -The Moray Council Employee Survey 2017</u></p> <p>The Moray Council employee opinion survey opens on 1 June 2017 and is available for completion during the month of June.</p> <p>Help make Moray a great place to work. Please take 10 mins to complete the survey and provide your views. This is your chance to voice your opinions and influence the way the Council manages people at work.</p> <p>The majority of you will receive your survey electronically to the same email address that you receive your payslip, so you may need to check your home email account too. Those who receive a paper payslip will have receive a paper questionnaire, if you don't receive one at the start of June then please contact HR.</p> <p>Please remember that this is your chance to voice your opinions so please use this opportunity to submit your views anonymously. Whether you have received your questionnaire in paper or electronic format, managers will be supportive in allowing you to complete the questionnaire during work time.</p> <p>Should you have any questions about the survey please contact Kara Morrison, Human Resources at hr@moray.gov.uk or (01343) 563261.</p>		<p>Target Audience</p> <p>All MC Employees</p> <p>Priority Level</p> <p>1 (circulate within 2 days)</p>