

TEAM BRIEFING SHEET NO. 166

DEPT:	DEPT MANAGER FOR QUESTIONS:	TEAM:
DATE OF BRIEFING : 2 June 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>Acting Corporate Director (Corporate Services)</u></p> <p>We are pleased to inform you that Denise Whitworth, Head of HR & ICT, will take on the role of Acting Corporate Director (Corporate Services) on Monday 3 July, following Mark Palmer's departure.</p> <p>Phil McDonald, ICT Applications Manager and Frances Garrow OD Manager will step in as Joint Acting Heads of HR&ICT from the same date.</p>		<p>Target Audience</p> <p>All MC Employees</p> <p>Priority Level</p> <p>1 (circulate within 2 days)</p>