

TEAM BRIEFING SHEET NO. 167

DEPT:	DEPT MANAGER FOR QUESTIONS:	TEAM:
DATE OF BRIEFING : 14 June 2017	DATE AND METHOD OF ISSUE: Via e-mail	PRIORITY LEVEL: <input type="checkbox"/> 1 = Circulation Vital in 2 days

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.*

'Your Voice' - Employee Survey 2017
Reminder

The Moray Council employee opinion survey has been open for a couple of weeks now, thank you to those who have already taken the time to complete it.

For those who haven't yet managed, the survey will remain open until 30th June and we really want to hear from you. This is your chance to voice your opinions and help make Moray a great place to work. It will only take you around 10 minutes.

The survey is available to complete electronically for those of you who have access to a computer; you should have received a link to the survey document at the start of the month. Alternatively, paper copies can be submitted. Paper copies can be sent back via the internal mail or Royal Mail and additionally Survey Post boxes are available to frontline staff working in depots. If you require a paper copy but haven't received one yet then please contact HR.

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. Please let us know what you think and complete your survey return now.

Should you have any questions about the survey please contact Human Resources at hr@moray.gov.uk or (01343) 563261.

Target Audience

All MC Employees

Priority Level

1
(circulate within 2 days)