

Team Brief process

Some staff will be familiar with the 'Team Brief' process, whilst others in the Trust will not.

This new and revised Team Brief process will operate slightly differently to any previous processes.

What information is included?

A main 'corporate' Team Brief will be developed by communications and the Executive Team. This will be developed shortly after each Board meeting of the Trust – so as to make sure staff are getting the most up-to-date information possible. All of these corporate items will appear in the Team Brief document as 'blue' items.

Space below will then be left for directorates or specific services/ teams to add in local issues that need to be communicated. The local items will appear as 'black' items. It will be up to individual teams/ directorates to decide and fill in the local items.

Team Brief will communicate the corporate/ business issues related to the Trust as opposed to Inform, the staff newsletter, which will cover more 'lighter' news.

Making sure all staff are provided with a 'team brief'

The Chief Executive (or one of the Directors in Jo's absence) will hold a face-to-face meeting with senior managers once a month to talk through the items on the team Brief document.

After this has taken place it will be the responsibility of senior managers to make sure that the information is added to (with service-relevant information) and that this information is cascaded quickly, face-to-face where possible, with all other members of staff (through team meetings etc).

Comments/ concerns or any other bits of information can be fed-back to the Executive Team by filling details in the 'Feedback' column and then emailing back to communications@shropcom.nhs.uk.

For example in the Service Delivery Directorate the following stages will take place, following the central Team Brief given by the Chief Executive:

The Executive Team/ communications will add the core messages and then it will be circulated for information and for relevant service areas to add specific.

The Service Delivery Management Team will be the forum to agree what needs to be included in the team brief from a Service Delivery perspective.

The team brief will be a working, visible and live document taken out by managers/team leaders on a monthly basis to all teams.

The team brief needs to have a balance between central information and service delivery information. Team meetings that are already in place could be used for the delivery of Team Brief.

The process would look similar to:



*The Service Delivery Management Team consists of the following senior managers:

- Kevin Moore – Deputy Director Integrated Community Services
- Jo Banks - Deputy Director, Children & Specialist Services
- Andy Matthews – Locality Manager Shrewsbury and Atcham
- Nicky Jacques – Locality Manager North Shropshire
- Andrea Davies – Locality Manager Telford and South East Shropshire
- Karen Taylor – Locality Manager South West Shropshire
- Sara Vale - Head of Child, Family and Preventative Services
- Stephanie Egleston - Sexual Health Services Manager
- Jacqui Pointon - Head of Child and Adolescent Mental Health Services (CAMHS)
- Alison Parkinson - Head of Children's Medical & Therapy Services (Shropshire)
- Lisa Thacker - Head of Children's Medical & Therapy Services (Telford & Wrekin)
- Kath Robinson - Head of Integrated Services for Disabled Children in Shropshire
- Katrina Wainwright - Head of Prisons and Substance Misuse

The Trust Board Meetings are scheduled to take place on the following dates. It is anticipated that Team Brief will be available two to three days after the Board meeting. It is then essential that all team meetings and face-to-face delivery of the Team Brief takes place within two weeks of Team Brief being issued.

- Thursday 27 October 2011
- Thursday 15 December 2011
- Thursday 26 January 2012
- Thursday 29 March 2012
- Thursday 26 April 2012
- Thursday 31 May 2012
- Thursday 28 June 2012