

Internal Staff Communication

Effective internal communication is essential to the organisation. Attached is a diagram which sets out a proposed formal structure for ensuring effective communication throughout the organisation. There are clear routes by which management decisions and issues can be communicated to staff and by which staff can convey comments and concerns to management.

The key points of this structure are:

- The Management Team (MT) will meet formally every other Monday
- Managers will give their respective teams a “hot de-brief” after MT
- Team meetings will be director led on a monthly basis
- Investigating Staff (including support staff) meetings will be quarterly and director led
- Representative Council will meet quarterly
- The all staff meeting will be annually to coincide with the launch of the Annual Plan
- Minutes of meetings will be available on CHAS

In addition to the formal meetings provided for in this structure, there will continue to be informal discussion and the ad hoc meetings which normally take place within the office. Meetings provided for in this structure may be called outside the timetable if the need arises. Meetings will not be held for a meeting's sake but only if there are sufficient items on the agenda.