

## Appendix 9 Bromsgrove District Council / Redditch Borough Council Staff Survey 2016 - Template

<b>Statements</b>		<b>Not at all</b> <b>Completely</b>					
<b>Role and Skills</b>	I am clear about my role and responsibilities when I am at work.	1	2	3	4	5	6
	I understand how my role contributes to the purpose of my team and I feel that what I do is important.	1	2	3	4	5	6
	I have all the skills I need to be able to do my job well. (Please give details below if you have any training needs).	1	2	3	4	5	6
	I have the opportunity to do what I do best on a daily basis.	1	2	3	4	5	6
	I have opportunities to develop my skills and knowledge for the future.	1	2	3	4	5	6
	I am able to meet the needs of my customers (internal or external) on a daily basis.	1	2	3	4	5	6
	I have the materials and equipment that I need to do my job well.	1	2	3	4	5	6
	Comments / details of any training needs:						
	Systems, processes, people, cross-site working / travel between sites etc get in the way of me being able to do a good job.	1	2	3	4	5	6
	Please give details of any issues you encounter in relation to your role or skills						

## Appendix 9 Bromsgrove District Council / Redditch Borough Council Staff Survey 2016 - Template


<b>Role and Skills</b>	I know that the Councils have 6 Strategic Purposes.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I am able to state what the 6 Strategic Purposes are.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I am aware that my service area has operational measures or that they are currently being developed.		
	Please add any further comments on these role and skills questions		

	<b>Statements</b>	<b>Not at all</b> <b>Completely</b>					
<b>Health and Wellbeing</b>	I feel that I have a suitable balance between work and the rest of my life.	1	2	3	4	5	6
	I am able to take a lunch break every day.	1	2	3	4	5	6
	I am able to take other breaks if I need them.	1	2	3	4	5	6
	I am generally able to take advantage of flexible working arrangements.	1	2	3	4	5	6
	I would be interested in taking part in health and wellbeing programmes at work (in addition to the smoking cessation and health checks that are already on offer). in the comments section below.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		

**Appendix 9 Bromsgrove District Council / Redditch Borough Council  
Staff Survey 2016 - Template**

<b>Health and Wellbeing continued</b>	If you answered "Yes" above, please give details	
	Does your working environment hinder your ability to work effectively? (If yes, please give details below)	Yes <input type="checkbox"/>
	If you answered "Yes" above, please give details	
	Have you suffered from any illness, disability or other physical or mental problem within the last 12 months that was caused or made worse by your job or by work you have done in the past	No <input type="checkbox"/>
	If there was one thing in your workplace that we could change that would improve your health and wellbeing, what would it be?	
	Please use this box if you wish to make any further comments on health and wellbeing	

**Appendix 9 Bromsgrove District Council / Redditch Borough Council  
Staff Survey 2016 - Template**

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		1	2	3	4	5	6
<b>Relationships</b>	My team works well together.	1	2	3	4	5	6
	I have a good working relationship with my colleagues.	1	2	3	4	5	6
	I understand what my colleagues do and how this contributes to the overall purpose of the team.	1	2	3	4	5	6
	I feel that I have the opportunity to contribute to decision making or changes within the team.	1	2	3	4	5	6
	Do you feel that you are affected by any conflict within the team?	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	Have you been subjected to any bullying or harassment while at work? <i>If yes, there are people available for you to talk to – your line manager, HR Advisers, Phone a Friend volunteer, union reps and the Employee Assistance Programme. Tel: 0800 243 458</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	If you have answered “Yes” to the above question, what were the grounds for the bullying or harassment?						
	Age	Yes <input type="checkbox"/>	Pregnancy and Maternity			Yes <input type="checkbox"/>	
	Disability	Yes <input type="checkbox"/>	Race – this includes ethnic or national origins, colour or nationality and caste			Yes <input type="checkbox"/>	
	Gender re-assignment	Yes <input type="checkbox"/>	Religion or belief - this includes lack of belief			Yes <input type="checkbox"/>	
Marriage and Civil Partnership	Yes <input type="checkbox"/>	Sex			Yes <input type="checkbox"/>		
Sexual orientation	Yes <input type="checkbox"/>	Caring responsibilities			Yes <input type="checkbox"/>		
Other (please give details below).	Yes <input type="checkbox"/>						
Comments / details:							

## Appendix 9 Bromsgrove District Council / Redditch Borough Council Staff Survey 2016 - Template

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		1	2	3	4	5	6
<b>Communication</b>	I think that my team meetings are useful.						
	We have regular team meetings so I feel that I am well informed about what is happening.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I have regular one-to-one meetings / status updates with my line manager / supervisor.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I am encouraged to contribute my thoughts and ideas at team meetings and one-to-one sessions.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	The way the organisation communicates with staff eg using the Oracle newsletter and Orb notifications etc meets my needs.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	Please use this space if you would like to make any comments about communication						
<b>Support and Recognition</b>	I get the support I need from my line manager.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I get the support I need from my colleagues.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I feel that my contribution is recognised and I receive praise when I do a good job.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I get regular feedback from my line manager about how I am doing.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	I am aware of the support on offer through the Employee Assistance Programme, Occupational Health and Union Representatives.	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
	Please use this space if you would like to make any comments about support and recognition						

**Appendix 9 Bromsgrove District Council / Redditch Borough Council  
Staff Survey 2016 - Template**

	<b>Statements</b>		
<b>Change</b>	I am aware of the changes that are happening within the Council.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I understand why these changes are happening.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I understand what impact these changes will have on my role and the way that I carry it out.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I have the support that I need to be able to deal with change effectively.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I feel that I have the skills I need to be able to deal with the changes that are taking place.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I feel that I am able to influence the changes taking place around me.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I feel that I am coping well with the changes that are taking place.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	The changes in my service area have had an impact on how I do my job.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	These changes have been beneficial.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Comments:		

## Appendix 9 Bromsgrove District Council / Redditch Borough Council Staff Survey 2016 - Template

<b>Responsibility</b>	I understand that I have a responsibility to raise any concerns I may have over possible fraud, crime, danger or other serious risk that could threaten customers, colleagues, the public or the organisation's reputation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I know how to raise such a concern.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I feel confident about raising any such concerns.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>General</b>	Please use this space if you would like to add any further comments		
<b>Work Area (Optional)</b>	Which one of the following best describes the main focus of your role?		
	4 <sup>th</sup> Tier / Strategic Management	<input type="checkbox"/>	
	Supervisory / Team Leader	<input type="checkbox"/>	
	Office-based support role	<input type="checkbox"/>	
	Office-based, customer facing role	<input type="checkbox"/>	
	Operational / frontline role dealing with external customers and partners	<input type="checkbox"/>	

## Appendix 9 Bromsgrove District Council / Redditch Borough Council Staff Survey 2016 - Template

<b>Service Area:</b>	
Legal, Equalities & Democratic Services	<input type="checkbox"/>
Customer Access & Financial Services	<input type="checkbox"/>
Leisure and Cultural Services	<input type="checkbox"/>
Environmental Services	<input type="checkbox"/>
Community Services	<input type="checkbox"/>
Planning and Regeneration	<input type="checkbox"/>
Housing Services	<input type="checkbox"/>
Business Transformation and Organisational Development	<input type="checkbox"/>
Chief Executive	<input type="checkbox"/>

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### Get involved!

We have set up a working group to look at the sort of culture that we need to develop within the two councils to support the effective delivery of services to our customers.

If you would be interested in becoming involved with this work, could you please complete this tear off slip and return it to Phillippa Smith, Training and OD Adviser, HR, Town Hall, Redditch or place it in the collection box.

Name: ..... (please print)      Team: .....

Location: .....      Tel No / Ext: .....