





# Your view counts

Dear Colleague,

Welcome to the 2016 Employee Survey and thank you for taking part. Your feedback is very important to us as we face the challenges that are coming up over the next couple of years and concentrate on our transformation programme.

This survey covers everything from your day-to-day work environment to your opinions on the Council and the information you receive.

Therefore we would appreciate you being as honest as possible so that we can address any areas for improvement. Your answers will be treated as confidential and no comments will be attributed back to you as an individual

We have chosen to conduct the survey externally to underline the objectivity and confidentiality of the research. Qa Research, based in York, has extensive experience of working with local authorities and will carry out the survey on our behalf. If you have any queries about the questionnaire please contact Michael Fountain on 01904 632039 or email: Michael.fountain@garesearch.co.uk

Alternatively you can fill out the questionnaire online by going to the following link:

#### http://surveys.garesearch.co.uk/BolsoverNEDDC.asp

Trade Unions have been fully involved in the process and have been consulted with on the questions asked in this questionnaire.

You will need to use a unique password to make sure we can process your form – we must stress that this password cannot be used to attribute survey results or comments to any individuals, it is simply to stop a respondent filling in the survey both online and in paper form, which would skew the results. Your password is <<Password>> Please take care to type it in exactly as shown here.

Filling out this survey either in the booklet or online is quick and simple and, most importantly, your views will help shape the way we work in the future so we would urge all of you to make sure you have your say.

All surveys must be returned by **Friday 5<sup>th</sup> August 2016** direct to Qa Research in the Freepost envelope provided. Full results from the survey will be published to all employees.

Thank you for your support.

Dan Swaine, Joint Chief Executive







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Welcome to the 2016 Employee Survey and thank you for taking part. Your feedback is very important to us as we face the challenges that are coming up over the next couple of years and concentrate on our improvement plan.

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You a	nd your job	
Q1a.	Do you work in a joint post?  Please tick ✓ one box only	
	Yes	No
	$\square_1$	$\square_2$
Q1b.	Who is your employer?  PLEASE THINK ABOUT YOUR EMPLOYE	R WHEN ANSWERING THE REST OF THIS
QUES	STIONNAIRE.	
-	Please tick ✓ one box only	

Bolsover District Council	North East Derbyshire District Council
$\square_1$	$\square_2$

Q1c. Where are you predominantly based?

If you work in multiple locations, please choose the one you feel most comfortable answering about Please tick ✓ one box only

The Arc (Clowne)	$\square_1$
Mill Lane	$\square_2$
Leisure Centre	$\square_3$
Depot (Eckington/Riverside site)	$\square_4$
Outside Offices	$\square_5$

# Q2. How long have you worked for Bolsover or North East Derbyshire District Council? Please tick ✓ one box only

Less than 6 months	7 months – 2 years	3 – 5 years	6 – 11 years	12 – 20 years	Over 20 years	Don't know
$\square_1$	$\square_2$	$\square_3$	$\square_4$	<b></b> 5	$\square_6$	$\square_7$

#### Q3. Do you manage or supervise any other Council employees? Please tick ✓ one box only

Yes	No
$\square_1$	$\square_2$

#### Q4. How strongly do you agree with the following statements? **Please tick ✓ one box per row**

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
I enjoy working for the Council	$\square_1$	□2	□₃	$\square_4$	<b>□</b> <sub>5</sub>	<b></b> 6
I would rather work for the Council than most other employers	$\square_1$	<b></b> 2	□3	$\square_4$	<b></b> 5	$\square_6$
I feel that I am paid fairly for the job I do	$\square_1$	$\square_2$	□3	$\square_4$	<b></b> 5	$\square_6$
The Council is a good employer to work for	$\square_1$	<b>□</b> 2	□3	<b></b> 4	<b></b> 5	□6
The Council as an employer makes allowances for my home/life demands	$\square_1$	<b></b> 2	□3	$\square_4$	<b></b> 5	<b></b> 6
I have received adequate training and development to do my job	$\square_1$	<b></b> 2	□3	<b></b> 4	<b></b> 5	$\square_6$
I have recently received recognition or praise for doing good work	$\square_1$	<b>□</b> 2	□3	$\square_4$	<b></b> 5	$\square_6$
The Council makes sure employees don't suffer discrimination or harassment	$\square_1$	<b>□</b> 2	□3	<b></b> 4	<b></b> 5	$\square_6$
The Council is an equal opportunities employer	$\square_1$	<b>□</b> 2	$\square_3$	<b></b> 4	<b></b> 5	$\square_6$
The Council supports me in dealing with violent or aggressive service users	$\square_1$	<b>□</b> <sub>2</sub>	□3	$\square_4$	<b></b> 5	$\square_6$
The different service areas/sections of the Council work well together	$\square_1$	<b>□</b> 2	□3	<b></b> 4	<b></b> 5	<b>□</b> <sub>6</sub>
I know what we have to do in my service area to be a high performing Council	$\square_1$	$\square_2$	$\square_3$	$\square_4$	<b>□</b> <sub>5</sub>	$\square_6$

#### Q5. Do you feel that the Council values the work you do? **Please tick ✓ one box only**

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
$\square_1$	$\square_2$	□3	$\square_4$	<b></b> 5	$\square_6$

#### Q6. Overall, how satisfied are you with your present job? Please tick ✓ one box only

Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied	Don't know
$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$

	agre	- A	gree	agre nor disagi		Disagi	ree	disag	:	now
My work environment is safe		1 [	$\beth_2$	<b>□</b> <sub>3</sub>		$\Box_4$		<b></b>	5	$\square_6$
My work environment is clean		1 [	$\beth_2$	□₃		$\square_4$			5	$\square_6$
My work environment is healthy		1 [	$\beth_2$	□3		$\square_4$			5	$\square_6$
My job is not particularly stressful		1 [	$\beth_2$	$\square_3$		$\square_4$			5	$\square_6$
My work environment helps me do my well	job □₁	1 [	$\beth_2$	<b></b> 3		$\square_4$			5	<b></b> 6
Morale is good where I work		ı [	$\beth_2$	$\square_3$		$\Box_4$			5	$\square_6$
	Other (p	please ti		like the I can	peop work Fle I enje	close exible oy the	ork v to ho work job	with ome king I do		3 4 5
Q8. Have you participated / been offe the last 12 months? (this includes	mentoring,	job shac			_				-	
Q8. Have you participated / been offe	mentoring,	job shac		g, struct	_			ntal su	-	om
Q8. Have you participated / been offe the last 12 months? (this includes	mentoring, one box pe	job shacer row	lowin	g, struct	_	develo		ntal su	pport fr	om
Q8. Have you participated / been offe the last 12 months? (this includes your line manager) Please tick ✓  Participated in any formal or inf	mentoring, one box per formal training last 12 mont	job shacer row  ng / ths?	lowin <sub>y</sub>	g, struct	_	develo  No		ntal su	pport fro	om
the last 12 months? (this includes your line manager) <b>Please tick</b> ✓  Participated in any formal or inf personal development in the Offered any formal or informal tra	mentoring, one box per formal training last 12 mont last 12 mont	ipob shacer row  ing / iths?  ponal ths?	You	g, struct es l 1	tured	No □2	pme	ntal su	on't kno	om
Q8. Have you participated / been offer the last 12 months? (this includes your line manager) Please tick ✓  Participated in any formal or informal development in the development in th	mentoring, one box per formal training last 12 mont last 12 mont	ipob shacer row  ing / iths?  ponal ths?	ments'	g, struct es l 1	e tick	No □2	e box	ntal su	on't kno	om Dw
Q8. Have you participated / been offer the last 12 months? (this includes your line manager) <b>Please tick</b> ✓  Participated in any formal or informal development in the last of the last 12 months?  Offered any formal or informal transport development in the last 12 months?  Q9. To what extent do you agree with the last 12 months?  The induction training I received on joining	mentoring, one box pe  formal training last 12 mont ining / person last 12 mont the following  Strongly	igob shacer row  ing / iths?  onal iths?  ing stater	ments' Ne a; dis	g, struct es l 1 ? Please either gree nor	e tick	No □2 □2 ✓ one gree	box Stro	per ro	on't knows	DW
Q8. Have you participated / been offer the last 12 months? (this includes your line manager) Please tick ✓  Participated in any formal or informal or informal development in the last of the last 12 months?  Offered any formal or informal transport development in the last of the induction training I received on joining the Council was effective  The induction training I received on	mentoring, one box per formal training last 12 mont ining / person last 12 mont the following  Strongly agree	igob shacer row  ing / iths?  onal iths?  Agree	ments' Ne a; dis	g, struct es l 1 ? Please either gree nor eagree	e tick Disa	No □2 □2 ✓ one gree	e box Stro disa	per ro	on't know	N/A
Q8. Have you participated / been offer the last 12 months? (this includes your line manager) Please tick ✓  Participated in any formal or informal or informal development in the last of the induction training I received on joining the Council was effective  The induction training I received on hanging jobs was effective  There are opportunities for my personal	mentoring, one box per formal training last 12 mont ining / person last 12 mont the following  Strongly agree	igob shacer row  ing / iths?  conal iths?  Agree	ments' Ne as	g, struct es l 1 ? Please either gree nor agree	e tick  Disa	No □2 □2 ✓ one gree	s box Stro disa	per ro	on't know  Om't know  Om't know	N/A
Q8. Have you participated / been offer the last 12 months? (this includes your line manager) Please tick ✓  Participated in any formal or informal development in the development in th	mentoring, one box per formal training last 12 mont ining / person last 12 mont the following  Strongly agree   1 1	igob shacer row  ing / iths?  conal iths?  Agree  2	ments' Ne a; dis	g, struct es l 1 ? Please either gree nor agree	e tick Disa	No □2 □2 ✓ one gree □4	e box Stro disa	per roongly agree	on't know  Om't know  Don't know  Compared to the compared to	DW N/A

To what extent do you agree with the following statements? Please tick  $\checkmark$  one box per row

Strongly

Neither

agree

**Strongly** 

Don't

Q7a.

Q10.	Have you met with your manager for an appraisal within the last 12 months? Please tick ✓ one box
only	

Yes	No	Don't know
$\square_1$	$\square_2$	$\square_3$

#### Leadership and communication

Q11. To what extent do you agree with the following statements? Please tick ✓ one box per row

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
My manager ensures I get the training and development I need to do my job well	$\square_1$	$\square_2$	□3	$\Box_4$	<b></b> 5	<b></b> 6
My manager checks with me to make sure the training and development I get helps me in my job	$\square_1$	$\square_2$	$\square_3$	$\square_4$	□5	$\square_6$
I have received adequate training and development to do my job	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
My manager deals with poor performance	$\square_1$	$\square_2$	<b>□</b> <sub>3</sub>	$\square_4$	□5	$\square_6$
My manager is good at helping me to learn from my mistakes	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
My manager gives me regular and helpful feedback about my work	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
I trust and respect my manager	$\square_1$	<b>□</b> 2	□3	□4	$\square_5$	<b>□</b> 6

Q12. The statements below relate to the management style of your Line Manager or Supervisor. To what extent do you agree that my manager.....? Please tick ✓ one box per row

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
explains how my work helps my service area achieve all its objectives	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
gives me the information I need to do my job well	$\square_1$	$\square_2$	□3	$\square_4$	$\square_5$	$\square_6$
involves me in decisions that affect my work	$\square_1$	$\square_2$	□3	□4	$\square_5$	$\square_6$
encourages me to express my opinions	$\square_1$	$\square_2$	□3	$\square_4$	$\square_5$	$\square_6$
encourages me to discuss work problems and issues	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
would support me in a crisis		$\square_2$	□3	□4	□5	$\square_6$
is approachable to talk to when I need them	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
encourages me and my team to work as a team	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
encourages me and my team to improve the way we work	$\square_1$	$\square_2$	□3	$\square_4$	$\square_5$	$\square_6$
usually responds positively to ideas and suggestions I put forward	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
takes my health and safety seriously	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
encourages me to consider the environmental implications of my work	$\square_1$	$\square_2$	□3	□4	$\square_5$	$\square_6$

Yes	No	)		Don't know					
$\square_1$		2				$\square_3$			
Q14. To what extent do you agree with	the following s	tatements?	Please	tick	✓ one box	per row			
	Strongly agree	Agree	Neith agre nor disag	e ·	Disagree	Strongly disagree	Don't know		
Communication between teams or section in my service area is good	ıs 🔲 1	$\square_2$	<b>□</b> <sub>3</sub>		$\square_4$	<b></b> 5	$\square_6$		
In my team we know what other service areas expect from us	$\square_1$	$\square_2$	<b>□</b> <sub>3</sub>		$\square_4$	$\square_5$	$\square_6$		
I understand what other service areas in the Council do	$\square_1$	$\square_2$	<b>□</b> <sub>3</sub>		$\square_4$	$\square_5$	$\square_6$		
Q15 b) Do you find these methods help	Please tick ✓ all that apply in the first column and then either helpful or not helpful for those that								
	P11	a) You		b <sub>.</sub>	) Helpful	b) Not he			
N.	Email dweek bulletin				$\square_2$	<u></u> 3			
Noticeboards (po			$\Box_1$		$\square_2$	$\square_3$			
Noticeboards (pc	In-House				$\square_2$				
One-	off newsletters				$\square_2$	$\square_3$			
Oile	Intranet					$\square_3$			
Regular team meetings with line manag toolbox talks					$\square_2$	3 □3			
	Appraisal		$\square_1$		$\square_2$	□3			
Rum	our / grapevine		L		$\square_2$	<b></b> 3			
Ro	adshow events				$\square_2$	$\square_3$			
	Local Press		L		$\square_2$	□3			
Information attac	hed to pay slip		L		$\square_2$	$\square_3$			
	Highlight Reel		L		$\square_2$	$\square_3$			
	Other		L						
No	ne of the above		L		$\square_2$	<b></b>			
Q16. To what extent do you feel that the	e Council keeps				······································	box only			
Very well informed Fairly well inform	ned Not well in	nformed	Not wel	ll inf all	ormed at	Don't k	now		
$\square_1$ $\square_2$		3		<b>Q</b> 4		$\square_5$			
Q17. Are there any other ways in which Please write in the box below	the Council co	uld keep y	ou bette	r info	ormed?				

Q13. Do you have team meetings (supervisor toolbox talks in Streetscene) on a regular basis (e.g. every 1 or months)? **Please tick ✓ one box only** 

Q18.	To what extent do you a	agree with the following statem	nents? Please tick ✓	one box per row
------	-------------------------	---------------------------------	----------------------	-----------------

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
The Council is always trying to improve the way we do things	$\square_1$	□2	<b></b> 3	$\square_4$	<b></b> 5	$\square_6$
I am treated with fairness and respect by elected members	$\Box_1$	□2	$\square_3$	$\square_4$	$\square_5$	$\square_6$
I am treated with fairness and respect by the senior management team	$\square_1$	□2	$\square_3$	$\square_4$	$\square_5$	$\square_6$
I am treated with fairness and respect by other employees	$\Box_1$	□2	$\square_3$	$\square_4$	$\square_5$	$\square_6$
I am treated with fairness and respect by my manager	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$

#### How the Council deals with change

### Q19. To what extent do you agree with the following statements? Please tick ✓ one box per row

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
The Council involves staff in budget review and ideas for efficiency work	$\Box_1$	$\square_2$	□3	□4	□5	$\square_6$
I understand the reasons why the Council needs to make efficiency savings	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
The Council has effectively managed budget pressures	$\Box_1$	<b></b> 2	□3	<b>Q</b> 4	<b>□</b> <sub>5</sub>	<b></b> 6
The Council keeps me up-to-date on the ongoing budget and efficiency work	$\square_1$	$\square_2$	□3	$\square_4$	$\square_5$	$\square_6$
The Council involves staff in planning/future work programmes (e.g. service planning/service reviews)	$\square_1$	$\square_2$	$\square_3$	□4	<b>□</b> <sub>5</sub>	$\square_6$
The national situation affecting local government (spending review) has affected my resource and motivation within the Council	$\square_1$	$\square_2$	□3	<b></b> 4	□5	□6

# The Council overall

#### Q20. To what extent do you agree with the following statements? Please tick ✓ one box per row

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
The Council has communicated a clear vision of the Council's future direction and priorities to me	$\square_1$	$\square_2$	□3	□4	<b></b> 5	□6
The Council has a good reputation within the Community		$\square_2$	<b></b> 3	□4	$\square_5$	$\square_6$
The Council is committed to providing high quality services to our citizens	$\square_1$	$\square_2$	$\square_3$	$\square_4$	$\square_5$	$\square_6$
I think we all work together as one Council	$\square_1$	$\square_2$	<b>□</b> <sub>3</sub>	$\square_4$	$\square_5$	$\square_6$
I believe the core values are at the heart of the way the Council operates	$\square_1$	<b></b> 2	□3	□4	<b></b> 5	<b>□</b> <sub>6</sub>

			Strongly	Agree	Neither agree nor	Disagree	Stro	ngly
			agree	Agree	disagree	Disagree	disaş	gree
Th	e Strategic Alliance Managemer as a whole is	1	$\square_1$		□3	$\square_4$		l <sub>5</sub>
Th	e Strategic Alliance Managemer as a whole is acc	1	$\square_1$	$\square_2$	□3	□4		<b>l</b> 5
Th	e Strategic Alliance Managemer as a whole provides clear direct lea		$\square_1$	$\square_2$	□3	$\Box_4$		<b>l</b> 5
Q22. sugges	Is there anything else you would tions for improvement?		add that ha		overed above?	? Do you have	e any	
About	you							
Clas Ca	11							
i ne io	Howing dilestions are optional –	- vou don'	't have to t	ill them in it	vou do not w	ant to. Howe	ver, pro	ovidin
	llowing questions are optional – formation will help us understan	•			•			
his int workir	formation will help us understan ng for the Council. Your respons	d how the	ese demog	raphic factors	s affect emplo	yees' experie	ence of	
his int workir	formation will help us understan	d how the	ese demog	raphic factors	s affect emplo	yees' experie	ence of	
this int workir need to	formation will help us understaning for the Council. Your response improve in the future.	d how the	ese demog	raphic factors	s affect emplo	yees' experie	ence of as whice	
this int workir need to	formation will help us understan ng for the Council. Your respons	d how the	ese demog	raphic factors lential, and w	s affect emplo	yees' experientify the are	ence of as which	
this int workir need to	formation will help us understaning for the Council. Your response improve in the future.  Are you male or female?	d how the	ese demog	raphic factors lential, and w	s affect emplo	entify the are	ence of as which	
this intworking the decired to the d	formation will help us understang for the Council. Your response improve in the future.  Are you male or female?  Please tick ✓ one box only  What age are you?	d how the	ese demog	raphic factors lential, and w	s affect emplo	representation of the area of	ence of as whice	
this int workir	formation will help us understanding for the Council. Your response improve in the future.  Are you male or female?  Please tick ✓ one box only	d how the ses are stri	ese demog	male  1  1  1  1  1  1  1  1  1  1  1  1  1	s affect employill help us ide	Fema	ence of as whice	ch we
this interpretation working the control of the cont	formation will help us understand for the Council. Your response improve in the future.  Are you male or female?  Please tick ✓ one box only  What age are you?  Please tick ✓ one box only	d how the ses are strictly $16-2$	ese demogically confidence of the confidence of	male  34  35 – 4	s affect employill help us identified as $44 - 54$	Fema $ \begin{array}{c c} \hline  & & & & \\  & & & & \\ \hline  & $	ence of as whice	ch we
this interpretation working the working th	formation will help us understang for the Council. Your response improve in the future.  Are you male or female?  Please tick ✓ one box only  What age are you?	d how the ses are strictly $16-2$	ese demogically confidence of the confidence of	male  1 34 35 - 4 31 32 33 4 35 - 4 4 4 4 5 - 4 5 - 4	s affect emplo vill help us idd 44 45 – 54 □4 ick ✓ one box	Fema $ \begin{array}{c c} \hline  & & & & \\  & & & & \\ \hline  & $	ence of as whice	ch we
his intworking working heed to Q23. Q24. Q25. White	formation will help us understand for the Council. Your response improve in the future.  Are you male or female?  Please tick ✓ one box only  What age are you?  Please tick ✓ one box only  Which of these groups do you of	d how the ses are strices are strices are strices are strices.	ese demogically confidence of the confidence of	male  1 34 35 - 4 30? Please thack or Black	s affect emplo vill help us idd 44 45 – 54 □4 ick ✓ one box	Fema $ \begin{array}{c c} \hline  & & & & \\  & & & & \\ \hline  & $	ence of as whice	ch we
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	_	arry out no	e effect on a pe ormal day to da ox only		•				<u> </u>			
Q27.	What is yo	ur employ	ment status?			Fu	ıll time			Part time		
	Please tick						$\Box_1$			<b></b> 2		
Q28.	What religi	ion do you	consider yours	self to	belong	to? <b>Plea</b>	se tick v	one bo	x only			
	]	Buddhist	$\square_1$		(	Jewish	$\square_4$		Any other	religion	$\square_7$	
	(	Christian	$\square_2$		N	Auslim	$\square_5$		No religion			
		Hindu	□3			Sikh	$\square_6$		Prefer n	<b>Q</b> 9		
Q29.	What sexua	al orientati	on do you cons	sider y	ourself	to be? P	lease tic	ck ✓ one	box only			
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Q30.	Which serv	/1ce area d	o you work in?	Pleas			-					
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surve	y. All of you	ır answers		If	you hav		•		ontact any listed belo	of the peo	ople	
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CHACI	obe brovide	u. rull 168	ares will be	1							1	

Q26. Do you consider yourself to have a

published on the Council Intranet and

copies will be circulated to managers,

supervisors and trade union

Clare Ashton, HR Manager (01246) 217592

Janice Barltrop, HR Advisor (01246) 217013

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contact