

If you would like this survey in an alternative format e.g. Large Print please contact Rhian.Millar@swansea.gov.uk, 01792 636732.

### Staff Survey 2021

Our staff are vitally important and we realise that its been a very difficult time for everyone over the last 16 months. We'd like to take this opportunity to thank you all for your hard work and would ask you to take part in this short survey. We want to find out how you are feeling and if there is any more we can do to support our staff as we emerge from the Covid restrictions.

Where do you mostly work from currently?

- Home     
  Office     
  On site     
  Other  
 (write in)

Where did you mostly work from prior to the COVID-19 pandemic

- Home     
  Office     
  On site     
  Other  
 (write in)

### Your Wellbeing

Can you rate your current wellbeing and how your felt your wellbeing was before COVID-19, rate between 1 and 5.

	Happy, contented, relaxed				Unhappy, nervous, anxious, stressed	
	1	2	3	4	5	
Current personal wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal wellbeing before COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tell us why you feel this way at the moment:

To what extent do you agree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
I feel supported by the Council at the moment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to get the support the Council offers for my wellbeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Contact and Support

To what extent do you agree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree
I have regular contact with my manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that I am getting enough support from my manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have clear direction and know what is expected of me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I've had regular contact with my colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel connected to what's happening at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there any more support you would like from your manager or team?

How could you be more connected to what's happening at work?

## Your Job

To what extent do you agree or disagree with the following statements about your work/job?

	Strongly agree	Agree	Disagree	Strongly disagree
I am motivated to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am more productive now than I was 12 months ago	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am happy with my work life balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am informed about changes and developments in the Council that affect me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am trusted to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are opportunities to be innovative within my role/team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend the organisation as a place to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Agile Working

The Council has been considering giving staff more flexibility around where and how they work. The Covid-19 pandemic meant many staff had to change how and where they work. As restrictions ease there'll be more opportunities to come into the office or back on-site to work. We'd like to know how you feel about this.

Are you currently able to work on an agile basis?

Yes  No

How would you like to work in the future?

Office based  On-site  From home  In a cafe/other venue with wi-fi  Mixed

When you returned to work or thinking about when you will return to the office/on-site, to what extent do you agree or disagree with the following statements?

	Strongly agree	Agree	Disagree	Strongly disagree	Not applicable
I am confident that my workplace is safe to return to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am confident about travelling to my workplace safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am happy to return to the office/onsite when allowed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am not worried or anxious about returning to the office/onsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you disagree with any of the above, tell us why and what we can do

Why do you disagree?

What measures you feel the Council should put in place?


Please only answer the following 3 questions if you are able to work on an agile basis

After Covid, how often would you like to work remotely?

5 days per week  2-3 days per week  1 day per week  Never

Do you need any additional ICT training or support to work remotely?

Yes  No

If so, please clarify

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## Workforce Strategy

We are developing a new workforce strategy and want to give staff the opportunity to help shape the strategy and action plan. The strategy has been broken down into 4 themes which cover 8 different areas.

To what extent do you agree or disagree with the following statements?

### Strand 1- Culture and Behaviours

I understand the Councils Vision and Values

I believe the Councils Vision and Values are the right ones for the future.

### Strand 2 - Future Leadership

I believe we have the right skills to lead the Council in the future

### Strand 3 – Future Workforce

I believe that we have the right structures and ways of working for the future

### Strand 4 – Recognising Performance

My manager communicates expectations and feedback on performance clearly and professionally

### Theme 3: Being an Employer of Choice

I would recommend Swansea Council as a good employer?

### Strand 5 – Recruitment and Retention

We have the right tools to help us recruit and retain the best employees for the future.

### Strand 6 – Workforce Development

I am supported in my personal and professional development

### Strand 7- Supporting Our Workforce

My Health and wellbeing is supported

### Strand 8– Equality in the Workplace

The Council treats issues of equality and inclusion seriously.

Do you think the themes and strands listed cover the right areas for our workforce strategy?

Yes  No

What changes or actions do you think the Council should undertake for each of the strands?

Culture and Behaviours

Future Leadership


**Future Workforce**

**Recognising Performance**

**Recruitment and Retention**

**Workforce Development**

**Supporting Our Workforce**

**Equality in the Workplace**

**HR Operational Support**

**Harassment and Bullying**

**The Harassment and Bullying Policy states that:** Harassment is defined as a form of behaviour which is unwelcome, unwarranted and causes a detrimental effect on the recipient. There is no specific legal definition of bullying, however ACAS defines it as “offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient”.

**In the last 12 months have you personally experienced harassment, bullying or abuse at work from...?**

	Yes	No
Service users, their relatives or other members of the public	<input type="checkbox"/>	<input type="checkbox"/>
Managers / team leader	<input type="checkbox"/>	<input type="checkbox"/>
Colleagues	<input type="checkbox"/>	<input type="checkbox"/>
Members / politicians	<input type="checkbox"/>	<input type="checkbox"/>

**Did you report it?**

Yes

No

**Tell us a bit about you**

**\*\*Optional\*\***

**In what team and/or which location do you work? (e.g. Penlan leisure centre / Access to Services team)**

**In which service area do you work?**

- Achievement Partnership Services
- Adult Services
- Building Services
- Catering and Cleaning
- Child & Family
- Commercial Services
- Communications and Marketing
- Cultural Services
- Education Planning & Resources
- Finance

- Highways & Transportation
- Housing and Public Protection
- Integrated Services
- Legal
- Planning & City Regeneration
- Property Services
- Revenues and Benefits
- Service Centre
- Transformation (Business change/ Digital Services)
- Waste Cleansing & Parks

**These questions are optional, but we need to ask them to understand if our survey has reached the right people and to understand how different groups feel allowing us to address this if we can.**

**In accordance with Data Protection law, any information requested on the following questions is held in the strictest confidence for data analysis purposes only. For further information about how Swansea Council uses your personal data, please see our corporate privacy notice on our website [www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice)**

**Are you...?**

- Male
- Female

**Is your gender the same as that which you were assigned at birth?**

- Yes
- No

**How old are you ...**

- Under 16
- 16 - 25
- 26 - 35
- 36 - 45
- 46 - 55
- 56 - 65
- 66 - 75
- 76 - 85
- Over 85
- Prefer not to say

**Would you describe yourself as...**

Please mark all that apply

- British
- Welsh
- English
- Irish
- Scottish
- Other British (please write in at end)
- Non British (please write in at end)
- Gypsy/traveller
- Refugee/Asylum Seeker (please write in current/last nationality at end)

Write in here

**To what 'ethnic' group do you consider you belong...**

- White** - British
- Any other **White** background (please write in at end)
- Mixed** - White & Black Caribbean
- Mixed** - White & Black African
- Mixed** - White & Asian
- Any other **Mixed** background (please write in at end)
- Asian or Asian British** - Indian
- Asian or Asian British** - Pakistani
- Asian or Asian British** - Bangladeshi
- Any other **Asian** background (please write in at end)
- Black or Black British** - Caribbean
- Black or Black British** - African
- Any other **Black** background (please write in at end)
- Arab**
- Other ethnic group ( please write in at end)

Write in here

**What is your religion, even if you are not currently practicing?**

Please mark one box or write in

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> No religion  | <input type="checkbox"/> Hindu  |
| <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant, and all other Christian denominations) | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Buddhist   | <input type="checkbox"/> Muslim |
|   | <input type="checkbox"/> Sikh   |
|   | <input type="checkbox"/> Other  |

Any other religion or philosophical belief (please write in)

**What is your sexual orientation**

- |                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Bisexual     | <input type="checkbox"/> Heterosexual      | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gay/ Lesbian | <input type="checkbox"/> Prefer not to say |                                |

Please write in

**Can you understand, speak, read or write Welsh?**

Please mark all that apply

- |  |                                      |   |  |
|--|--------------------------------------|---|--|
| <input type="checkbox"/> Understand spoken Welsh | <input type="checkbox"/> Speak Welsh | <input type="checkbox"/> Write Welsh    | <input type="checkbox"/> None of these |
|  | <input type="checkbox"/> Read Welsh  | <input type="checkbox"/> Learning Welsh |  |

**Which languages do you use from day to day?**

Please mark all that apply

- |                                  |                                |   |
|----------------------------------|--------------------------------|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Welsh | <input type="checkbox"/> Other (write in) |
|----------------------------------|--------------------------------|---|

Please write in

**Do you have any long-standing illness, disability or infirmity?**

By long-standing we mean anything that has troubled you over a period of time or that is likely to affect you over time.

This could also be defined Under the Disability Discrimination Act 1995 as: "Having a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities."

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

**Does this illness or disability limit your activities in any way?**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Thank you for taking the time to complete this survey.