

JOB SATISFACTION

HOW SATISFIED ARE YOU WITH YOUR PRESENT JOB?

- Very Satisfied
- Fairly Satisfied
- Neither Satisfied or Dissatisfied
- Fairly Dissatisfied
- Very Dissatisfied
- No Opinion

HOW WOULD YOU RATE THE COMHAIRLE AS A PLACE TO WORK?

- One of the Best
- Above Average
- Average
- Below average
- One of the worst

BELOW IS A LIST OF THINGS THAT ANY JOB MAY OFFER. PLEASE INDICATE HOW SATISFIED OR DISSATISFIED YOU ARE WITH EACH OF THESE FACTORS IN YOUR JOB.

	Very Satisfied	Fairly Satisfied	Neither Satisfied or Dissatisfied	Fairly Dissatisfied	Very Dissatisfied	Don't Know
My work life balance						
The opportunity to develop new skills/qualifications						
Feeling I have accomplished something worthwhile at work						
The ability to be involved in decisions that affect my job/area of work						
Making the best use of my skills and abilities						
The amount I am paid						
My working hours						
The flexibility of my working hours						
The flexibility of my working location (Hybrid Working)						
Receiving the information and training I need to do my job properly						
Having a manageable workload						
Having manageable deadlines						

HERE ARE A NUMBER OF STATEMENTS ABOUT HOW YOU MAY FEEL TOWARDS YOUR WORK WITH COMHAIRLE NAN EILEAN SIAR. HOW STRONGLY DO YOU AGREE OR DISAGREE WITH EACH?

	Strongly Agree	Tend to Agree	Neither Agree nor Disagree	Tend to Disagree	Strongly Disagree	Don't Know
I feel proud to work for Comhairle nan Eilean Siar						
The Comhairle communicates effectively with employees						
Employees are consulted about change at work						
I am clear about the goals and objectives for my service						
Morale is good in my team						
I get the support I need from colleagues						
I am treated with fairness and respect here						
The health and safety of employees is given a high priority						
The Comhairle values the diversity of its employees						
I feel that stress at work is affecting me in my personal life						
I feel that stress at work is affecting my performance at work						
I feel that stress in my personal life is affecting my performance at work						

BELOW IS A LIST OF STATEMENTS ABOUT YOUR CURRENT JOB. PLEASE INDICATE HOW STRONGLY YOU AGREE OR DISAGREE WITH EACH?

	Strongly Agree	Tend to Agree	Neither Agree nor Disagree	Tend to Disagree	Strongly Disagree	Don't Know
I regularly work extra hours						
I am able to take sufficient breaks						
My roles and responsibilities have not changed significantly over the past three years						
I receive support and training if I take on new roles and responsibilities						
The quality of my work suffers because of my workload						
I believe the commitment I give to my work is valued by my manager						
My work is important to me as I believe it makes a difference						
Management acknowledge that I have taken on extra roles and responsibilities						

WHAT SINGLE CHANGE WOULD YOU SUGGEST TO MAKE THE COMHAIRLE A BETTER PLACE TO WORK?

PERFORMANCE, SUPPORT AND TRAINING

HERE ARE A NUMBER OF STATEMENTS ABOUT PERSONAL PERFORMANCE. PLEASE WRITE IN HOW STRONGLY YOU AGREE OR DISAGREE WITH EACH?

	Strongly Agree	Tend to Agree	Neither Agree nor Disagree	Tend to Disagree	Strongly Disagree	Don't Know
Good performance is recognised here						
Poor performance is dealt with effectively						
I have completed a self-appraisal and/or have had a performance appraisal with my line manager in the last 12 months						
I know how to access information on internal training and development						
I know how to access information about job opportunities and internal vacancies						
I know how to access the employee handbook for information on policies and procedures related to management of staff						

DIGITAL

HOW COMPETENT DO YOU FEEL YOUR DIGITAL SKILLS ARE?

- ☐ Poor
- ☐ Adequate
- ☐ Good
- ☐ Very good

WOULD YOU BE INTERESTED IN RECEIVING TRAINING TO IMPROVE YOUR DIGITAL SKILLS?

- ☐ Yes
- ☐ No

GAELIC

PLEASE INDICATE HOW YOU USE GAELIC IN THE WORKPLACE?

	Never	Not very often	Occasionally	Very Often	All the time	Don't Know
Speaking with colleagues/service users informally						
Speaking formally at meetings/in Committee						
Writing informally						
Writing formal letters/reports						

ARE YOU A FLUENT GAELIC SPEAKER

☐ Yes

☐ No

WHAT WOULD ENCOURAGE YOU TO USE THE GAELIC LANGUAGE MORE FREQUENTLY IN THE WORKPLACE?

ARE YOU AWARE OF INTERNAL GAELIC LEARNING OPPORTUNITIES

☐ Yes

☐ No

WOULD YOU BE WILLING TO IMPROVE YOUR GAELIC SKILLS OR TO LEARN THE GAELIC LANGUAGE

☐ Yes

☐ No

DISCRIMINATION / BULLYING

WITHIN THE PAST THREE YEARS HAVE YOU FELT DISADVANTAGED AT WORK ON ACCOUNT OF ANY OF THE PROTECTED CHARACTERISTICS LISTED BELOW:-

	A Great Deal	A Little	Not at All
Age			
Race			
Gender			
Religion/Belief			
Sexual Orientation			
Pregnancy/Maternity Leave			
Gender Reassignment			
Disability			
Marriage/Civil Partnership			
Other (please specify)			

IN THE PAST THREE YEARS HAVE YOU EXPERIENCED BULLYING OR HARASSMENT (E.G. PHYSICAL OR VERBAL INTIMIDATION OR THREATS) FROM ANY OF THE FOLLOWING? Please tick as many as apply

- Line Manager/Supervisor
- Colleagues
- Service Users/General Public
- I have not experienced bullying in the past three years
- Other (please specify)

IF YOU HAVE EXPERIENCED BULLYING IN THE PAST THREE YEARS, DID YOU REPORT IT TO ANYONE

☐ Yes

☐ No

MANAGEMENT

HERE ARE SOME STATEMENTS THAT COULD BE USED TO DESCRIBE THE PERSON WHOM YOU REPORT TO ON A DAY TO DAY BASIS. PLEASE INDICATE HOW OFTEN THEY APPLY TO HIM/HER, IF AT ALL.

	Always applies	Usually Applies	Sometimes Applies	Rarely Applies	Never Applies	Don't Know
Considers my ideas and suggestions						
Appreciates the pressure I come under in my job						
Consults me on matters when I can contribute						
Discusses my training and development needs with me						
Encourages us to work as a team						
Recognises when I have done a good job						
Gives me the information I need to do my job properly						
Is good at delegating responsibility						
Has a fair and effective management style						
Is supportive if I have a problem or need help						
Makes clear what is expected of me						
Makes decisions quickly when needed						
Makes effective decisions which improve the service we provide						
Is open to flexible working arrangements						

HERE ARE A NUMBER OF STATEMENTS ABOUT THE MANAGEMENT OF YOUR SERVICE. PLEASE INDICATE THE EXTENT TO WHICH YOU AGREE OR DISAGREE WITH EACH.

	Always applies	Usually Applies	Sometimes Applies	Rarely Applies	Never Applies	Don't Know
Appreciates the workload associated with my job						
Consults us on matters when we can contribute						
Encourages us to work as a team						
Recognises when we have done a good job						
Gives us the information we need to do our job properly						
Has a fair and effective management style						
Is supportive if we have a problem						
Makes clear what is expected of us						
Makes decisions quickly when needed						

SICKNESS ABSENCE

Do you think attendance levels / sickness absences are well managed across the Comhairle? - Yes / No

☐ Yes

☐ No

Do you think the current trigger points for a review meeting, under the sickness absence procedure, are sufficient? (3 or more instances and / or 10 or more days' sickness absence within any three-month period)

Do you find return to work interviews supportive?

- ☐ Yes
- ☐ No
- ☐ My manager does not undertake return to work interviews
- ☐ I have not been absent from work and/or have no experience of return-to-work interviews

Are you aware of the Employee Assistance Programme?

- ☐ Yes
- ☐ No

Have you accessed the Employee Assistance Programme in the last 12 months?

- ☐ Yes
- ☐ No

If yes, was this beneficial to you?

- ☐ Yes
- ☐ No

WOULD YOU FIND THE FOLLOWING BENEFICIAL? -

	Yes	No
Regular information, by email, on wellbeing topics		
Internal health monitoring appointments e.g.; blood pressure, pulse, weight		
Focused webinars on wellbeing topics		
Creation of employee led internal support groups relating to wellbeing		
if yes – please state topics of interest		
Other (please specify)		

JOB RELATED DETAILS

IS YOUR JOB:-

- Full time
- Part time

WHAT IS YOUR CURRENT GRADE?

- A - F
- G - M
- Other
- Teacher
- Prefer not to answer

HOW LONG HAVE YOU WORKED FOR COMHAIRLE NAN EILEAN SIAR?

- 0 – 10 years
- 10 - 20 years
- Over 20 years
- Prefer not to answer

WHICH ISLAND ARE YOU BASED ON?

- Lewis
- Harris
- Uist
- Barra
- Prefer not to answer

WHAT COMHAIRLE DEPARTMENT DO YOU WORK IN?

- Chief Executive's Department
- Education and Children's Services
- Health and Social Care
- Strategic Finance

Chief Executive's Department

- Chief Executive's Office
- Community Engagement Unit
- Human Resources and Performance
- Internal Audit
- Law and Governance
- Assets and Infrastructure
- Municipal Services
- Economic and Community Regeneration
- Gaelic, Heritage and Culture
- Planning and Building Standards

Education and Children's Services Department

- Children's Services
- Education and Children's Services Directorate
- Schools and Early Years

Health and Social Care Department

- Community Care
- Partnership Services

Strategic Finance Department

- Accountancy
- Customer Services
- Revenue and Benefits

EQUAL OPPORTUNITY MONITORING

Employees are asked to complete these five Equal Opportunity Monitoring questions as part of the Employee Survey, this will enable the Comhairle to monitor the effectiveness of its Equal Opportunities Policy and meet its legal obligations under the Equality Act 2010.

Sex - What is your Sex?

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ Prefer not to answer

Age - How old are you?

- ☐ Under 16 years
- ☐ 16-24 years
- ☐ 25-44 years
- ☐ 45-64 years
- ☐ 65+ years
- ☐ Prefer not to answer

Transgender - Have you ever identified as a transgender person / trans person?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Sexual Orientation - Which of the following options best describes how you think of yourself?

- ☐ Heterosexual/Straight
- ☐ Bisexual
- ☐ Gay
- ☐ Lesbian
- ☐ Other
- ☐ Prefer not to answer

Relationship Status - What is your relationship status?

- ☐ Single
- ☐ Separated
- ☐ Divorced
- ☐ Widowed
- ☐ Living with Partner
- ☐ Married / Civil Partnership
- ☐ Prefer not to answer

Do you have caring responsibilities?

- ☐ Yes (children under 18)
- ☐ Yes, other
- ☐ No
- ☐ Prefer not to answer

Disability - Do you consider that you have a disability?

Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day tasks.

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Pregnancy and Maternity - Do you identify as coming under the Pregnancy or Maternity 'protected characteristic'?

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

Religion or Belief - What is your Religion or Belief?

- ☐ Buddhist
- ☐ Hindu
- ☐ Jewish
- ☐ Prefer not to answer
- ☐ Sikh
- ☐ Muslim
- ☐ None
- ☐ Christian: Roman Catholic
- ☐ Christian: Church of Scotland
- ☐ Christian: Other

Other, Please Specify:

Ethnicity - What is your ethnic group? Please indicate which best describes your ethnic group or background from the following:

- ☐ White - Scottish
- ☐ White - Other British
- ☐ White - Irish
- ☐ White - Gypsy/Traveller
- ☐ White - Eastern European (e.g. Polish)
- ☐ White - Other white ethnic group
- ☐ Any mixed or multiple ethnic group
- ☐ Pakistani (inc. Scottish/British)
- ☐ Chinese (inc. Scottish/British)
- ☐ Indian (inc. Scottish/British)
- ☐ Bangladeshi (inc. Scottish/British)
- ☐ Other Asian
- ☐ African (inc. Scottish/British)
- ☐ Other African

- ☐ Caribbean (inc.Scottish/British)
- ☐ Black (inc. Scottish/British)
- ☐ Other Caribbean or Black
- ☐ Arab (inc. Scottish/British)
- ☐ Other Arab
- ☐ Prefer not to answer

Other (Please specify):

Gaelic Language - Do you speak Gaelic?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer