

The questionnaire is based on basic HR information for your Local Authority.

The questions relate to two financial/budget years - 2010/11 and 2011/12.

Your answers should therefore be based on the situation on the 31 March 2011 and 31 March 2012 respectively.

<u>Question 1</u>	<u>2010/11</u>	<u>2011/12</u>
Please note the total number of FTE staff employed (both permanent and other contracts) in the following roles on the 31 March 2011 and 31 March 2012. <i>This may be to the nearest 100 if that is easier to obtain except for Directorate and Senior Management roles.</i>		
Directorate:	3	3
Senior Management:	20	17
Middle Management:	83	89
First Line Management:	Not held	Not Held
Non-managerial:	8636	8401

Question 2

Since April 2010, have you increased the use of temporary staff?

Yes

No

Question 3

In comparison to 2010/11, did the level of **external** recruitment during 2011/12:

Increase significantly (10% or more)

Increase slightly

Stay the same (approximately)

Decrease slightly

Decrease significantly (reduce by 10% or more)

<u>Question 4a</u>	<u>2010/11</u>	<u>2011/12</u>
<p>How many FTE leavers (<u>excluding</u> voluntary and compulsory redundancies and early retirements) did you have in 2010/11 and 2011/12?</p> <p>Please state your answer in FTE if possible.</p> <p>This may be to the nearest 100 if that is easier to obtain.</p>	610	728

Question 4b

What were the main reasons reported by employees for leaving your organisation (please rank the reasons in order of most reported with "1" being the most reported reason for leaving)

- We do not collate this information from leavers
- Career (eg. career progression, career change, career break, more learning and development)
- Personal (eg. family reasons, location)
- Dissatisfaction (eg. job was not as expected, job does not fully utilise their skills, frustrations with policies/practices/decision-making process work not sufficiently interesting, unsatisfactory working relationships/hours/working environment, lack of involvement/resources)
- Organisational change and/or Change in pay/benefits
- End of fixed term/casual/agency contract
- Dismissal

<u>Question 5</u>	<u>2010/11</u>	<u>2011/12</u>
<p>How many employees (FTE) (this may be to the nearest 100 if that is easier to obtain):</p>		
Were made compulsory redundant:	47*	81
Took voluntary redundancy:	5*	212
Total number (FTE) made redundant:	52	299

- We did not differentiate between compulsory and voluntary redundancy until the later part of 2010/2011. Compulsory redundancy figure for this period may include voluntary redundancy.

Question 6

Do you offer any support to employees considering voluntary redundancy?

- Yes
 No

Question 7

Do you offer any support to redundant employees after they have left the organisation?

- Yes
 No (please go directly to question 9)

Question 8

If you have answered "yes" to question 7, how long do you continue to offer support?

- Up to 1 month
 1 - 6 months
 6 - 12 months
 1 - 2 years
 More than 2 years

Question 9

Do you offer support to remaining employees that previously worked directly with colleagues who since been made redundant?

- Yes
 No

<u>Question 10</u>	<u>2010/11</u>	<u>2011/12</u>
Total number of days of absence in 2010/11 and 2011/12 (this may be to the nearest 1000 if that is easier to obtain):	125,800	115,800

<u>Question 11</u>	<u>2010/11</u>	<u>2011/12</u>
Number of grievances submitted in 2010/11 and 2011/12 (this may be to the nearest 100 if that is easier to obtain):	25	68

Question 12

In comparison to 2010/11, did the number of grievances submitted that related to bullying during 2011/12:

- Increase
- Stay the same (approximately)
- Decrease

<u>Question 13</u>	<u>2010/11</u>	<u>2011/12</u>
Number of upheld disciplinary hearings in 2010/11 and 2011/12 <i>(this may be to the nearest 10 if that is easier to obtain):</i>	196	198

Question 14

In comparison to 2010/11, did your direct training expenditure during 2011/12:

- Increase significantly (10% or more)
- Increase slightly (increase by 5 - 9%)
- Stay the same (approximately / increase by inflation)
- Decrease slightly (decrease by 5 - 9%)
- Decrease significantly (reduce by 10% or more)

Question 15

Do you conduct employee engagement surveys?

- Yes
- No
- Not yet
- Previously but we have no current plans to conduct them again

Question 16

What policies/practices do you have in place that may contribute to fostering employee engagement?

- Organisational Communication eg. clearly communicated vision/mission/objectives/changes
 - Employee Voice Mechanisms eg. suggestion schemes/surveys/meetings with managers
 - Learning and Development
 - Career Development
 - Work/Life Balance eg. flexitime/job share/part time/career breaks/purchase of annual leave
 - Employee Awards/Recognition eg. employee/team of the month/year awards
 - Leadership and Management Training/Development/Support
 - Well-being policies eg. counselling, health checks/advice/support sessions
 - Employability Skill Development eg. time management/literacy/numeracy/IT skills
 - Other (please state below attaching extra sheets as required)
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Question 17

To what extent is employee engagement considered on your strategic and development agendas?

- Extremely - it is integrated and supported in all our plans
- To some extent - it is integrated in some of our plans
- A little - it is not a key feature, but it is referred to in some of our plans
- Not at all

Question 18

Do you have anything to add relating to the questionnaire and/or employee engagement in the current climate?

No

Additional Information:

a) **Would you be willing to participate in further related research in the near future?**

Freedom of Information requests will always be considered and answered within 20 working days.