



## **Corporate Policy and Strategy Committee**

**10.00am, Tuesday, 25 March 2014**

Dean of Guild Courtroom, City Chambers, High Street, Edinburgh

# Corporate Policy and Strategy Committee

Convener:	Members:	Contact:
<p>Councillor Andrew Burns</p>  <p>Vice Convener:</p> <p>Councillor Steve Cardownie</p> 	<p>Councillors: Burns (Convener), Cardownie (Deputy Convener), Burgess, Chapman, Child, Nick Cook, Edie, Godzik, Ricky Henderson, Hinds, Lewis, Mowat, Rankin, Rose, Ross</p>	<p><a href="#">Kirsty-Louise Campbell</a>            Governance Manager            Tel: 0131 529 3654</p>

Recent news	Background
<p><b>Employee Survey 2014</b></p> <p>The Employee Survey 2014 will be the sixth wave of surveys identifying and exploring issues that are important to employees and managers, the impact of change on their working lives and their engagement with the aims and objectives of the Council. The survey contributes towards the Council's ongoing strategic approach to managing and developing employees and is an important part of the Council's commitment to engage and consult with them.</p> <p>The survey was refreshed in 2012 to make the results actionable at a local level and to account for the changes within the Council, Investors in People and the findings of national research relating to drivers of employee satisfaction and</p>	

engagement within the public sector. While it is expected that some changes will be required to the survey, it is important that a degree of stability is maintained to allow trend analysis and provide a measure of progress and change.

An independent market research company will be appointed to carry out the fieldwork and main analysis of findings, following competitive tender to ensure best value. Direct management of the fieldwork is both resource intensive and an independent company is felt to deliver more credible results. The use of an independent market research company to conduct the fieldwork for the survey will also respect employees' confidentiality and reassure them of the anonymity of their responses. The costs of the survey will be funded through existing service area budgets.

The key dates for the survey fieldwork are as follows:

- Awareness raising beginning March onwards
- Survey completion commences 28 April 2014
- Results due in July 2014

The survey will be managed by Business Intelligence, supported by leads for each service area, ensuring that the survey is carried out appropriately at a local level. Each service area is engaged in the planning, design and management of the survey to ensure that the survey is accessible and inclusive to all employee groups through appropriate methods and achieves a representative sample within each service area. Trade Unions will be involved and consulted on the survey approach, and asked to share their views and ideas on how best to engage with staff groups.

A detailed communications plan will be developed to ensure that all managers and employees are reminded of the actions taken as a result of the 2012 survey, made aware of the 2014 survey and encouraged to take part this year.

As with previous waves of the survey, the results of the 2014 survey will be widely communicated and acted on at a corporate and local level. The results will be used to monitor and track overall performance and to act as a focus for discussion and a motivator for change.

**Contacts:**

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**Forthcoming activities:**