

Response rate: 66%

Civil Service People Survey 2015



 $\diamondsuit$  Statistically significant difference from comparison

Employee engagement is shaped by experience at work, as measured by nine themes in the survey shown below.

Engagement Index				
47	%			
Difference from previous survey	-3 💠			
Difference from CS2015	-11 💠			
Difference from CS High Performers	-16 💠			

My work				
67	% <b>』</b>			
Difference from previous survey	-4			
Difference from CS2015	<b>-7</b> \$			
Difference from CS High Performers	-11 <b>♦</b>			

Organisational objectives and purpose			
64	<b>%</b> 📶		
Difference from previous survey	+4		
Difference from CS2015	-19 💠		
Difference from CS High Performers	-23 ÷		

Returns: 263

My manager				
63	<b>%</b> iii			
Difference from previous survey	+5			
Difference from CS2015	-5 <b></b>			
Difference from CS High Performers	-8 💠			

My tean	1	
<b>72</b>	<b>%</b> "]	
Difference from previous survey	-1	
Difference from CS2015	-8 ∻	
Difference from CS High Performers	-11 ÷	

Learning and development			
36	<b>% •••</b>		
Difference from previous survey	-1		
Difference from CS2015	-13 💠		
Difference from CS High Performers	<b>-19</b> ♦		

Inclusion and fair treatment			
70	<b>%</b>		
Difference from previous survey	+1		
Difference from CS2015	<b>-4</b> ♦		
Difference from CS High Performers	-8 💠		

Resources and workload				
66	<b>%</b> iii			
Difference from previous survey	-2			
Difference from CS2015	-6 ∻			
Difference from CS High Performers	-11 💠			

Pay and benefits				
26	<b>%</b> 🗐			
Difference from previous survey	-1			
Difference from CS2015	<b>-3</b> \$			
Difference from CS High Performers	-10 ÷			

Leadership and managing change				
23	<b>% 1</b>			
Difference from previous survey	+1			
Difference from CS2015	-20 <b></b>			
Difference from CS High Performers	<b>-29</b> \$			



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National Records of Scotland

Response rate: 66%

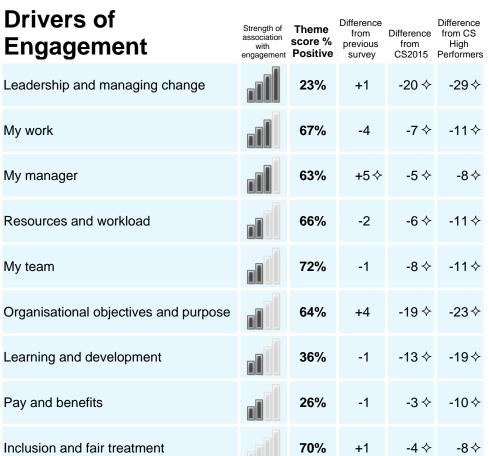
Civil Service People Survey 2015



Strength of association with engagement

♦ Statistically significant difference from comparison

The table below shows how you performed on each of the nine themes ranked by the strength of association with engagement. The themes which have the strongest association with engagement should be the focus for action. See the appendix for further details.



### Wellbeing



Overall, how satisfied are you with your life nowadays?



Overall, to what extent do you feel that the things you do in your life are worthwhile?



Overall, how happy did you feel yesterday?



Overall, how anxious did you feel yesterday?

### Discrimination, bullying and harassment

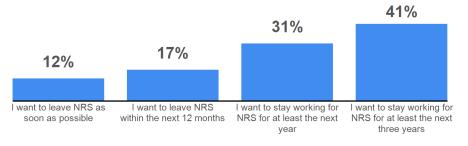


During the past 12 months have you personally experienced discrimination at work?



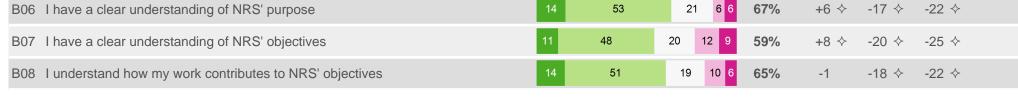
During the past 12 months have you personally experienced bullying or harassment at work?

### Your plans for the future





Returns: 263 Response rate: 66% Civil Service People Survey 2015 ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from CS2015 Difference from CS High Performers Positive My work Strength of association with previous survey engagement % B01 I am interested in my work 85% -3 **-4** ♦ -6 ♦ 48 10 5 B02 I am sufficiently challenged by my work 43 18 11 **-11** ♦ 68% -4 -15 ♦ B03 My work gives me a sense of personal accomplishment 45 16 68% -3 -7 ♦ **-10** ♦ 11 B04 I feel involved in the decisions that affect my work -3 33 22 46% 20 **-10** ♦ -18 ♦ B05 I have a choice in deciding how I do my work 51 71% -5 ♦ -3 -8 💠 **Organisational** Difference Strength of objectives and purpose Strongly Neither previous association with engagement survey





Returns: 263 Response rate: 66% Civil Service People Survey 2015 ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from CS High Performers Difference from CS2015 Positive My manager Strength of Disagree association with previous engagement % B09 My manager motivates me to be more effective in my job 61% 11 6 +4 **-7** ♦ -11 ♦ 41 22 B10 My manager is considerate of my life outside work 46 11 86% +4 ♦ +3 ♦ 0 B11 My manager is open to my ideas 29 51 12 5 79% +6 ♦ -1 -5 ♦ B12 My manager helps me to understand how I contribute to NRS' objectives 40 27 16 51% +3 **-12** ♦ -17 ♦ B13 Overall, I have confidence in the decisions made by my manager 43 9 5 66% -7 ♦ -11 ♦ +4 B14 My manager recognises when I have done my job well 51 13 8 76% -5 ♦ +4 ♦ B15 I receive regular feedback on my performance 50 16 13 66% +11 ♦ -4 ♦ B16 The feedback I receive helps me to improve my performance 39 30 12 7 51% **-14** ♦ +5 ♦ **-10** ♦ B17 I think that my performance is evaluated fairly 48 22 9 5 64% +4 +2 -4 ♦ B18 Poor performance is dealt with effectively in my team 27 -7 ♦ **-12** ♦ 37 20 32% +7 ♦ Difference My team from Strength of Strongly Agree Strongly association with previous disagree survev engagement The people in my team can be relied upon to help when things get difficult in my B19 77% 53 13 7 **-10** ♦

53

44

15 8

21

74%

63%

+2

-4



doing things

The people in my team work together to find ways to improve the service we

The people in my team are encouraged to come up with new and better ways of

-11 ♦

**-10** ♦

-15 ♦



6

65%

+1

26

52

Returns: 263 Response rate: 66% Civil Service People Survey 2015 ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from previous survey Difference from CS2015 Difference from CS High Performers Positive Learning and Difference from Strength of development Agree Disagree association with previous disagree survey % I am able to access the right learning and development opportunities when I need 53% 45 10 6 +3 **-10** ♦ 31 -14 ♦ Learning and development activities I have completed in the past 12 months have helped 30 11 6 42 40% -2 **-12** ♦ -18 ♦ to improve my performance B24 There are opportunities for me to develop my career in NRS 30 22 28 21% **-28** ♦ 18 -5 ♦ **-20** ♦ Learning and development activities I have completed while working for NRS are helping 26 36 31% -1 -13 ♦ **-**19 ♦ me to develop my career Inclusion and fair Difference Strength of treatment Strongly Strongly Agree Neither association with previous disagree survev engagement 78% B26 I am treated fairly at work 55 13 6 0 0 -3 ♦ B27 I am treated with respect by the people I work with 56 13 81% +1 **-4** � -6 ♦ I feel valued for the work I do 43 16 16 56% +3 **-7** ♦ -13 ♦ I think that NRS respects individual differences (e.g. cultures, working styles,



backgrounds, ideas, etc)

**-7** ♦

-13 ♦



Returns: 263 Response rate: 66% Civil Service People Survey 2015 ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from CS2015 Difference from CS High Performers Positive Difference **66**% Resources and workload Strength of association with previous survey engagement % B30 In my job, I am clear what is expected of me 71% **-12** ♦ 51 12 -4 -15 ♦ 14 B31 I get the information I need to do my job well 48 21 14 60% +4 **-10** ♦ -14 ♦ B32 I have clear work objectives 52 14 15 64% -11 ♦ -15 ♦ -1 83% B33 I have the skills I need to do my job effectively 62 10 6 **-**6 ♦ -8 < -1 B34 I have the tools I need to do my job effectively 45 17 17 55% -2 **-14** ♦ **-19** ♦ B35 I have an acceptable workload 50 13 61% +2 **-4** ♦ -4 B36 I achieve a good balance between my work life and my private life 54 18 71% -4 +4 ♦ -1 Difference Pay and benefits Strength of from Strongly Agree Neither Disagree Strongly association with previous B37 I feel that my pay adequately reflects my performance 24 20 25 29 27% +1 -5 ♦ **-10** ♦ B38 I am satisfied with the total benefits package 27 22 26 22 29% -1 -10 ♦ -4 ♦ Compared to people doing a similar job in other organisations I feel my pay is 21 21 27 29 23% -1 -2 **-9** � reasonable



Returns: 263 Response rate: 66% Civil Service People Survey 2015

^ indicates a variation in question wording from your previous survey

♦ indicates statistically significant difference from comparison

### All questions by theme

### Leadership and managing change

Difference previous

Strength of association with

Positive

disagree

ifference om CS High erformers

survey engagement		% Diff fro Sul Diff fro Pee	
B40 I feel that NRS as a whole is managed well	21 26 24 27	<b>24</b> % 0 -22 ♦ -32 ♦	
B41 Senior Managers in NRS are sufficiently visible	18 22 26 30	<b>22</b> % -3 -31 ♦ -44 ♦	
B42 I believe the actions of Senior Managers are consistent with NRS' values	18 40 18 20	<b>21</b> % +1 -24 ♦ -35 ♦	
B43 I believe that the Senior Leadership Team has a clear vision for the future of NRS^	20 37 16 23	<b>23</b> % +3 -19 ♦ -31 ♦	
B44 Overall, I have confidence in the decisions made by NRS' Senior Managers	17 28 25 27	<b>20</b> % -1 -22 ♦ -32 ♦	
B45 I feel that change is managed well in NRS	10 27 27 34	<b>13</b> % +1 -18 ♦ -26 ♦	
B46 When changes are made in NRS they are usually for the better	15 33 21 28	<b>17%</b> +4 ♦ -9 ♦ -17 ♦	
B47 NRS keeps me informed about matters that affect me	33 26 21 18	<b>35</b> % +2 -20 ♦ -29 ♦	
B48 I have the opportunity to contribute my views before decisions are made that affect me	23 24 29 20	<b>26</b> % +1 -10 ♦ -19 ♦	
B49 I think it is safe to challenge the way things are done in NRS	22 34 22 19	<b>25</b> % -3 -16 ♦ -25 ♦	



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13

26

40

16

18

21

26

37%

16%

+3

0



Where I work, I think effective action has been taken on the results of the last

**B56** 

**-19** ♦

-18 ♦

**-26** ♦

-26 ♦



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#### ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from previous survey Difference from CS High Performers Difference from CS2015 Positive **Organisational culture** Strongly agree % B58 I am trusted to carry out my job effectively 59 8 87% -3 -1 -3 ♦ B59 I believe I would be supported if I try a new idea, even if it may not work 9 6 49 22 62% -1 -5 ♦ **-10** ♦ My performance is evaluated based on whether I get things done, rather than 51 27 62% +2 -3 -8 ♦ solely follow processes B61 When I talk about NRS I say "we" rather than "they" 27 8 5 47 59% -1 **-10** ♦ **-19** ♦ B62 I have some really good friendships at work 43 66% -1 **-9 \$** -13 ♦ **Leadership statement** agree B63 My manager inspires my team to do our best 47 60% 22 11 -7 ♦ -11 ♦ B64 Senior Managers inspire people across NRS to do their best 30 26 27 16% **-21** ♦ -30 ♦ B65 My manager leads our team with confidence 50 17 12 6 65% -5 ♦ -11 ♦ B66 Senior Managers lead NRS with confidence 21 21 22 24% **-23** ♦ -33 ♦ 33 B67 My manager empowers me to do my job effectively 46 23 10 5 62% **-10** ♦ -13 ♦ B68 NRS' Senior Managers empower teams to deliver 17 33 23 26 19% **-21** ♦ **-29** ♦ Senior Managers in NRS actively role model the behaviours set out in the Civil Service 15 48 17% -18 ♦ -26 ♦ Leadership Statement My manager actively role models the behaviours set out in the Civil Service 11 7 31 43 39% -18 ♦ -23 ♦ Leadership Statement



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Civil Service People Survey 2015

All questions by theme

Wellbeing

0-4

5-6

9-10

Difference from previous

% Positive

Difference from CS2015 Difference from CS High Performers

Unlike the questions B01-B70 which ask people to rate their agreement from strongly agree to strongly disagree, the four wellbeing questions use a 11-point scale. The scale ranges from 0 to 10 for each question, where 0 is equivalent to 'not at all' (e.g. 'not at all satisfied' or 'not at all worthwhile') and where 10 is equivalent to 'completely satisfied' or 'completely anxious').

For questions W01, W02 and W03 the percent positive is the proportion answering 7, 8, 9 or 10 to each question.

W01 Overall, how satisfied are you with your life nowadays?	13	30	44	13	57%	-3	-8 💠	-11 ♦
W02 Overall, to what extent do you feel that the things you do in your life are worthwhile?	12	22	48	18	67%	+3	-4 ♦	-7 <b></b>
W03 Overall, how happy did you feel yesterday?	13	30	42	15	57%	+2	-5 ♦	-9 💠
For question W04 the percent positive is the proportion answering 0, 1, 2 or 3 to the question.	0-1	2-3	4-5	6-10				
W04 Overall, how anxious did you feel yesterday?	21	30	23	26	51%	+2	+1	-2



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Civil Service People Survey 2015

### All questions by theme

### Your plans for the future

C01. Which of the following statements most reflects your current thoughts about working for NRS?

♦ indicates statistically significant difference from comparison ^ indicates a variation in question wording from your previous survey

		Pre	Ö Ö	C C Dit
I want to leave NRS as soon as possible	12%	+1	+3	0
I want to leave NRS within the next 12 months	17%	-1	+1	-3 ♦
I want to stay working for NRS for at least the next year	31%	-5	-1	-8 💠
I want to stay working for NRS for at least the next three years	41%	+5	-2	-10 ♦

Returns: 263

#### **The Civil Service Code**

Differences are based on '% Yes' score

Differences are based off 76 Tes Score	% Yes	% No	% Yes	Difference from previous survey	Difference from CS2015 Difference from CS High Performers
D01. Are you aware of the Civil Service Code?	87	13	87%	+1	-3 ♦ -7 ♦
D02. Are you aware of how to raise a concern under the Civil Service Code?	61	39	61%	+2	-5 ♦ -11 ♦
D03. Are you confident that if you raised a concern under the Civil Service Code in NRS it would be investigated properly?	60	40	60%	-1	-7 <b>∻</b> -13 <b>∻</b>



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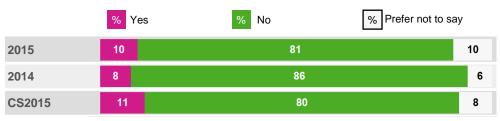
Response

^ indicates a variation in question wording from your previous survey

### All questions by theme

#### Discrimination, harassment and bullying

E01. During the past 12 months, have you personally experienced discrimination at work?



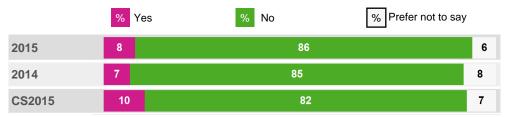
For respondents who selected 'Yes' to question E01.

E02. On which of the following grounds have you personally experienced discrimination at work in the past 12 months? (multiple selection)

### Response Count Age Caring responsibilities Disability Ethnic background Gender Gender reassignment or perceived gender Grade, pay band or responsibility level Main spoken/written language or language ability Religion or belief Sexual orientation Social or educational background Working location Working pattern Any other grounds Prefer not to say

Please note: Counts of fewer than ten responses are suppressed and replaced with '--'

E03. During the past 12 months, have you personally experienced bullying or harassment at work?



For respondents who selected 'Yes' to question E03.

Returns: 263

E04. Who were you bullied or harassed by at work in the past 12 months? (multiple selection)

Count	
	A colleague
	Your manager
	Another manager in my part of NRS
	Someone you manage
	Someone who works for another part of NRS
	A member of the public
	Someone else
	Prefer not to say

Please note: Counts of fewer than ten responses are suppressed and replaced with '--'



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15 8

12

29

37

No: 79%

No: 11%

48%

44%

21%

89%

-6 ♦

#### ♦ indicates statistically significant difference from comparison All questions by theme ^ indicates a variation in question wording from your previous survey Difference from previous survey Positive **National Records of Scotland questions** Strongly Disagree Strongly agree disagree % Consistently good people management is at the heart of the People Strategy, so everyone is now Yes: 66% expected to have a monthly conversation with their line manager about performance, priorities, No: 34% 66% +5 wellbeing and development. Do you have these monthly conversations with your manager? (Please only answer if you selected yes to F01) The monthly conversations I have with F02 60 12 10 75% +6 ♦ my manager are useful (Please only answer if you selected yes to F01) My manager and I discuss my wellbeing 10 10 76% 61 +6 ♦ as part of the monthly conversation After a period of sick absence, my manager and I have a Return to Work Yes: 57% No: 13% N/a: 30% 57% +6 ♦ discussion My team's work is prioritised in a way that means I can realistically deliver what 53 20 10 64% -3 is expected of me My manager encourages me to make time for my learning and development (Learning & 49 22 14 59% Development includes on the job learning, observation, feedback, mentoring, coaching as well as +5 ♦

38

36

Yes: 21%

Yes: 89%



formal classroom-based activity)

another area of NRS

work contributes to that Purpose?

F08

F09

In the last 12 months I have developed my professional skills

me the confidence, knowledge and skills to improve my work

The learning and development activity I have completed in the last 12 months has given

In the last 12 months have you worked on a project or on a short term basis in

The Purpose of NRS is "To collect, preserve and produce information about Scotland's people and history and make it available to inform present and future generations." Do you understand how your



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### **Appendix**

#### Glossary of key terms

% positive The proportion who selected either "agree" or "strongly agree" for a question (or all questions within a theme in the case of **Theme score** % **positive**).

Previous survey Comparisons to the previous survey relate to the results from the 2014 Civil Service People Survey. Where a question is flagged as changed since the last

survey comparisons should be treated with caution as changes to wording may affect how people respond to the question.

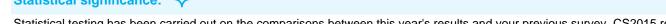
CS2015 The CS2015 benchmark is the median percent positive across all organisations that participated in the 2015 Civil Service People Survey.

CS High Performers For each question, this is the upper quartile score across all organisations that have taken part in the 2015 Civil Service People Survey.

#### Rounding

Results are presented as whole numbers for ease of reading, with rounding performed at the last stage of calculation for maximum accuracy.

#### Statistical significance: ♦



Statistical testing has been carried out on the comparisons between this year's results and your previous survey, CS2015 results and CS High Performers results to identify differences that are statistically significant. You can therefore be confident that the difference represents a real difference in opinion between the results.

#### The employee engagement index

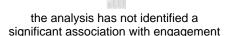
The survey includes five questions that make up the engagement index (B50-B54). The index score represents the average level of engagement in that unit and ranges from 0 to 100. An index score of 0 represents all respondents in that unit saying they strongly disagree to all five engagement questions and a score of 100 represents all respondents saying they strongly agree to all five engagement questions.

#### The drivers of engagement

While the engagement index shows the average level of engagement, it does not show what you can do to improve engagement. Nine themes have been included in the survey to measure employees' experiences at work. A statistical technique, stepwise regression, is used to identify the extent to which each of these themes has an association with engagement. The themes identified as having an association are called the 'Drivers of engagement'. The strength of association with engagement varies by theme and is illustrated by a 4-bar icon, as shown below. Themes with a full 4-bar icon have the strongest association with engagement.

# strength of association with engagement





#### Confidentiality

The survey was carried out as part of the 2015 Civil Service People Survey, which is managed by the Cabinet Office on behalf of all participating organisations. The Cabinet Office commissioned ORC International to carry out the survey. ORC International is a member of the Market Research Society, and is bound by their strict code of conduct and confidentiality rules. These rules do not allow for the breakdown of the results to the extent where the anonymity of individuals may be compromised. Groups of less than 10 respondents will not be reported on, however their responses do contribute to the overall scores for the unit and organisation they belong to and the overall Civil Service results.