POD SELF – ASSESSMENT 2016

If you experience any difficulty with the electronic survey or wish to clarify the self-assessment process please contact a member of the Performance Improvement Team:

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Introduction to POD Self-Assessment 2016

Purpose of Self-Assessment

The People and Organisational Development (POD) directorate will utilise the Public Service Improvement Framework (PSIF) to carry out a self-assessment to assist the POD directorate to understand its strengths and opportunities for improvement and/or development.

The purpose of this Self-Assessment is to:

- Gather perceptions and identify strengths on how the POD directorate is functioning at this point in time

- Identify areas where there may be scope for improving the operation of the POD directorate

The survey will close on Sunday 30th October 2016 at midnight.

Circulation/Timescales

This is a balanced self-assessment to assist the POD directorate to understand how they are performing; to consider what is working well, and what can be improved. Staff, Business Partners, Board Members, Trade Unions and Senior Managers are encouraged to undertake this self-assessment and provide constructive feedback.

At the beginning of the self-assessment we will ask you to identify which staff group you belong to. Where applicable, it is important that you also tell us which area you work within and your designated role. We have not asked you for any information which may make your response personally identifiable, as we ensure that all responses are anonymous and non-attributable unless you choose to provide your name. The Performance Improvement Team who manage the process have access to the full system and who collate all responses, do not see email addresses or names of individuals, just survey response numbers.

You may complete this survey at one sitting or go back to it a number of times, prior to the closing date of 30th October 2016 and your responses will be saved.
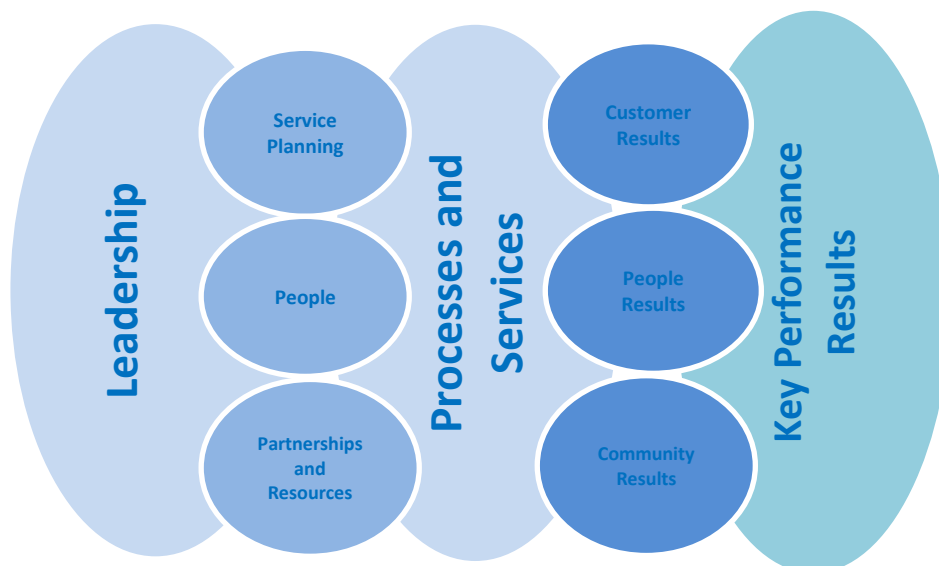
Completing the Self-Assessment

Please consider the statements on the 9 criterion parts (5 Enablers & 4 Results) of the Public Service Improvement Framework and tell us if you agree/disagree with the statements using the sliding Likert scale of:

Strongly Agree/Agree/Disagree/Strongly Disagree/Don't Know

The "**Don't Know**" option should only be used when you feel that you do not have sufficient information about the particular statement to enable you to make a judgment.

If you are completing this survey as a member of the SLT, Board or as an internal business partner, we would request that you attempt to complete the full survey. However, if you feel that you do not have enough local knowledge to do so, please focus on the final statement in each of the five sections which looks at overall perceptions. (Sections 1d1, 2d1, 3f1, 4e1 and 5d1).

The survey will close on Sunday 30th October 2016 at midnight.

At the end of each of the five sections there are two free text comment boxes, which are key to the improvement process; therefore we would ask that **all** respondents complete these:

- The **first** asks you to provide details of evidence that supports your views on how the POD directorate is performing in relation to issues covered by the section (strengths)

- The **second** asks you to provide further details of how you think the POD directorate can improve in relation to the areas covered by the section (areas for improvement/development)

Please be as specific as you can in these comment boxes, for instance saying that there is a specific SFRS policy or a local management process within a particular team/section of the POD directorate, as this will support the development of the POD Improvement Plan.

You may find it useful as you work through each section of statements to take notes on your thoughts around the selection you have made for each statement. This will support you to complete the Strengths and Areas for Improvement, free text boxes at the end of each criterion part.

Please participate in POD's self-assessment process your views are important.

What Happens Next?

1. Following the closure of the self-assessment the Performance Improvement Team will analyse all responses received and will compile a report which will inform face for face workshops. A summary of the responses and key themes will be communicated to POD Management Team.

2. Service Improvement will then facilitate workshops to identify priorities and support the development of a POD improvement plan.

3. A final summary on the outcome of the full self-assessment process will be provided to the POD Management Team including a prioritised action plan.

You may find it useful to print a copy of this guidance note prior to moving on to the self-assessment statements. A print option is available if you hover your mouse over the first page.

IF YOU WISH TO LEAVE YOUR RESPONSES AND COME BACK TO COMPLETE THE SELF-ASSESSMENT AT A LATER POINT PLEASE SELECT THE OPTION AT THE BOTTOM LEFT HAND SIDE OF YOUR SCREEN *"WANT TO CONTINUE RESPONDING LATER"* WHICH WILL SAVE ALL OF YOUR RESPONSES TO DATE, ALLOWING YOU TO RETURN AT A TIME WHICH SUITS YOU, ENSURING YOU COMPLETE ALL STATEMENTS PRIOR TO THE DEADLINE.

The survey will close on Sunday 30ᵗʰ October 2016 at midnight.