

BEHAVIOURS SURVEY

Introduction

This survey has been approved by the Standards and Ethics Committee and will cover two main parts:

1. Behaviours

This part of the survey will provide Members with the opportunity to share their experienced and observed behaviours whilst undertaking their role as a councillor. The outcomes of this part of the survey will be reported to the Standards and Ethics Committee as part of its ongoing work in maintaining the high standards of behaviour across the Council.

2. Diversity

This part of the survey will assist to provide an updated position in respect of the diversity of members using the categories contained in the 2021 Census. These questions will also assist in the analysis of the response data.

All information collected by this survey will be treated as confidential and will be processed and used in-line with the requirements of the Data Protection Act (2018) and the General Data Protection Principles.

To support the confidential nature of this survey Democratic Services has allocated a large block of numbers to the Whips of each Group, who in turn have allocated one of those numbers to you. Please use the specified number allocated to you by your whip in Question 1 of the survey.

In supplying this, you consent to the Council processing the data for the purpose for which it is supplied. If you wish to withdraw consent at any time, please email gary.jones3@cardiff.gov.uk.

This survey will take approximately 15 minutes to complete. If you need any assistance with completing the survey, please contact the Democratic Services team who may be able to assist you.

- Q1 Please state the individual number that has been allocated to you by your Political Whip for when you complete this survey.

Your Experience of Bullying

As defined in the Ombudsman Guidance on the Code of Conduct, 'Bullying' can be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour. Such behaviour may happen once or be part of a pattern of behaviour directed at a weaker person, or a person over whom someone has some actual or perceived influence. Bullying behaviour attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability, and may adversely affect their health.

- Q2 Do you feel that you have been subjected to bullying behaviours in your role as a Member during this political administration?

- Yes **(go to Q3 and proceed with the rest of Qs)**
 No **(go to Q)**

Q3 How often have you experienced these behaviours since the start of this administration?

- Once
- Twice
- More than twice

Q4 What was the nature of the bullying you experienced? Was it:

- Physical - could involve physical attack or aggression such as hitting, kicking or pushing etc.
- Verbal - could involve shouting, name calling, making verbal threats etc.
- Indirect - could include spreading rumours, writing graffiti, exclusion from group
- Online - could include bullying behaviours including mobile phone calls and text messages, social media platforms, sending images etc.
- Other, please describe

Q5 How would you describe the bullying you experienced?

- Physical abuse – kicking, punching, hitting, slapping etc.
- Humiliation - spoken to badly, belittled, undermined, discredited, denigrated, made to feel uncomfortable in front of group or team, external stakeholders or members of the public.
- Negative micromanagement - excessive control - constant scrutiny of work checking of whereabouts and work, questioning everything. Made to feel incompetent. Constantly told doing things wrong, nothing ever right and never satisfied with results.
- Isolation - exclusion and marginalisation- Isolation from group or team. Ignored and not spoken to. Information not passed on. Deliberately excluded from meetings and decisions.
- Verbal aggression and intimidation - anger, shouting, ranting, swearing and thumping fists on the table. Spoken to abruptly, rudely and in a demeaning way. Verbal abuse, threats etc.
- Favouritism - treated differently and less favourably to others. Excluded from aspects of work reserved for more favoured people.
- Other, please describe

Q6 Was the bullying you experienced associated with any of the protected characteristics' under the Equalities Act 2010 or fall under one of the following categories?

- Racist or faith-targeted - Related to your race, skin colour or nationality (including citizenship) ethnic or national origins
- Faith based - related to your religion or personal beliefs
- Homophobic or Biphobic - related to your chosen or assumed sexuality
- Transphobic - targeted for being, or being assumed to be, trans or non-binary.
- Sexual or sexist - bullying with a sexual or sexist element.

- Disablist bullying - related to your disability or learning difficulties or educational needs
- Age related -- bullying associated with your age group
- Appearance - targeted bullying related to your physical appearance or body shape, for example
- Don't know
- No, none of the above
- Other please describe

Q7 Which individuals or groups subjected you these bullying behaviours or from whom did you receive this treatment?

- Elected Members of the Council in my political group
- Elected Members from another political group in the Council
- From Officers/Managers of Cardiff Council
- From officers of external public sector organisations or Council partner organisations, e.g., Health Board, police force, regulatory or audit bodies etc.
- From members of the public or ward constituents
- From media representatives/officers
- From contacts or followers on social media
- Other, please specify

Q8 Where or when did your experience of bullying happen or usually happens?

- During informal interactions/ with other Members or Council officers
- Before, during or after Full Council meetings
- Before, during or after formal Committee meetings
- At Group meetings
- In the Members lounge
- In the local community or ward - While working or interacting with ward members/constituents
- When on-line on social media platforms
- At my home or residential area
- Other, please describe

Your Experience of Harassment

The Ombudsman's Guidance on the Code of Conduct, defines 'Harassment' as engaging in unwanted conduct on the grounds of gender, race, disability, sexual orientation, age or religion, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

Q9 Do you feel you have been subjected to or have experienced some form of harassment whilst undertaking your role as an member since the start of this political term?

- Yes (go to Q9 and proceed with the rest of Qs)
- No (go to Q13)

Q10 If Yes, what form of harassment did you experience?

- Inappropriate comments - negative and inappropriate comments about the way you dress, your clothing, hair and appearance. Inappropriate comments about your body or the anatomy. Repeating information provided in confidence to others
- Verbal harassment - Frequent negative/derogatory and personal comments. Referred to in third person when present.
- Making life difficult - Continually bombarding with emails, threatening emails, lots of 'small things' over long period of time.
- Sexual harassment – inappropriate behaviours characterised by sexual comments, persistent unwanted advances, inappropriate behaviour e.g., touching, and making someone feel uncomfortable by looking at them inappropriately.
- Other, please describe

Q11 How often have you experienced these behaviours?

- Once
- Twice
- More than twice

Q12 Which individuals or groups have subjected you to harassment or from whom did you receive this treatment?

- Elected Members of the Council in my political group
- Elected Members from another political group in the Council
- From Officers/Managers of Cardiff Council
- From officers of external public sector organisations or Council partner organisations, e.g., Health Board, police force, regulatory or audit bodies etc.
- From members of the public or ward constituents
- From media representatives/officers
- From contacts and followers on social media
- Other, please specify

Q13 Where or when did your experience of harassment happen or usually happen?

- During informal interactions/ with other Members or Council officers
- Before, during or after Full Council meetings
- Before, during or after formal Committee meetings
- At Group meetings
- In the Members lounge
- In the local community or ward - while working or interacting with ward members/constituents
- When on-line on social media platforms
- At my home or residential area
- Other, please describe

Your Experience of Discrimination

As outlined in the Ombudsman's Guidance on the Code of Conduct, the different types 'Discriminatory behaviours are categorised into the following:

Direct discrimination: treating people differently because of their gender, race, disability, sexual orientation, age or religion.

Indirect discrimination: treatment which does not appear to differentiate between people because of their gender, race, disability, sexual orientation, age or religion, but which disproportionately disadvantages them.

Harassment: engaging in unwanted conduct on the grounds of gender, race, disability, sexual orientation, age or religion, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

Victimisation: treating a person less favourably because they have complained of discrimination, brought proceedings for discrimination, or been involved in complaining about or bringing proceedings for discrimination.

Q14 Do you feel that you have experienced or have been subjected to discriminatory behaviours whilst undertaking your role as an Member since the start of this new political term?

- Yes (go to Q15 and proceed with the rest of the Qs)
- No (go to Q26)

Q15 If YES, what was the nature of the discrimination that you experienced?

- Age related - treated differently or unfavourably because you are (are not) or perceived as a certain age or age group
- Disability related - when you are treated less well or put at a disadvantage due to your disability
- Gender reassignment related - discriminated against because you are transsexual or when your gender identity from the sex assigned to you when you were born
- Racial - discrimination or use of discriminatory language because of your race - your colour, your nationality, ethnic origin e.g., racist comments or abuse
- Religious or philosophical belief or lack of - when you are treated differently or unfavourably or favourably because of you are (or are not) or perceived to be of a particular religion or philosophical belief.

- Sexual orientation - treated differently e.g., experience to homophobia - because of your sexual orientation - heterosexual, gay, lesbian or being perceived to be of a particular sexual orientation
- Sex discrimination or sexism - being treated differently or less favourably or worse you are (or are not) of a particular sex or are member of the opposite sex.
- Maternity or pregnancy - being treated unfavourably because you are pregnant or has a new child, e.g., denying time off maternity appointments or refusal of paternity leave.
- Health related - treated less favourably because of medical condition including mental health (or condition of close family member), being bullied back to work after being sick, being denied reasonable adjustments.
- Other, please describe

Q16 How often have you experienced these behaviours?

- Once
- Twice
- More than twice

Q17 Which individuals or groups subjected you to discriminatory behaviours?

- Elected Members of the Council in my political group
- Elected Members from another political group in the Council
- From Officers/Managers of Cardiff Council
- From officers of external public sector organisations or Council partner organisations, e.g., Health Board, police force, regulatory or audit bodies etc.
- From members of the public or ward constituents
- From media representatives/officers
- From contacts or followers on social media
- Other, please specify

Q18 Where or when did your experience of discriminatory behaviours happen or usually happen.

- During informal interactions/ with other Members or Council officers
- Before, during or after Full Council meetings
- Before, during or after formal Committee meetings
- At Group meetings
- In the Members lounge
- In the local community or ward - while working or interacting with ward members/constituents
- When on-line on social media platforms
- At your home or residential area
- Other, please describe

Reporting of unacceptable behaviours you experienced

Q19 Did you tell anyone (**not formally report**) of the unacceptable behaviour incidents (Bullying, Harassment, Discrimination) that you have experienced?

Yes (**go to Q21**)

No (**go to Q20**)

Q20 If NO, why did you not tell anyone of the incident you experienced?

Concerned about personal impact or repercussions

Not sure how it will be received by colleagues or friends

It is a personal issue and want to keep it private – not anyone's business

Not sure who I can trust with this matter/issue

Do not feel able to judge if issue is serious enough to be worth raising

Do not know how to raise a concern

None of these

Other, please describe

Q21 If YES, who have you told about your experience?

My Group Leader

My Group Whip

Other Members in my political Group

A Committee Chair

The Monitoring Officer

The Head of Democratic Services

My family members

My close friends

Other, please specify

Q22. Have you formally reported the incident/s that you have experienced?

Yes (**go to Q24**)

No (**go to Q23**)

Q23. If NO, why have you chosen not to formally report the incident that you have experienced?

Concerned about personal impact or repercussions

Not sure how it will be received by colleagues

It is a personal issue and want to keep it private – not anyone's business

Not sure who I can trust with this matter/issue

Not confident concern will be addressed

- Have raised concern before and was not listened to
- No way to raise concern anonymously
- Do not feel able to judge if issue is serious enough to be worth raising through the formal channels
- Do not know how to raise a concern formally
- None of these,
- Other, please specify

After completion of Q23, proceed to Q28

Q24. If Yes, to whom did you formally report the incident/s you experienced?

- My Group Leader
- My Group Whip
- A Committee Chair
- The Monitoring Officer
- The Head of Democratic Services
- Other, please specify

Q25 After reporting the bullying, harassment or discriminatory incident/s that you experienced, do you feel that you were:

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
Treated fairly	<input type="checkbox"/>				
Well Supported	<input type="checkbox"/>				

Q26. How satisfied are you with the outcomes or resolution of the incident/s that you reported?

Very unsatisfied	Unsatisfied	Neither	Satisfied	Very Satisfied
<input type="checkbox"/>				

Q27 Please provide any other comments on how the incidents that you reported were handled or dealt with.

Observations of or witnessing unacceptable behaviours

Q28 Since the start of your current term as a Member, have you observed or witnessed the following unacceptable behaviours displayed by other Members?

	Yes	No
Bullying	<input type="checkbox"/>	<input type="checkbox"/>
Harassment	<input type="checkbox"/>	<input type="checkbox"/>

Discriminatory behaviours

(If any are Yes go to Q29 and proceed with the rest of Qs) (If all are No go to Q35)

Q29 To whom were these unacceptable behaviours directed to:

- Another Member in the same political group
- Another Member of another political group
- Council officers
- Officers of external partner organisations
- the media
- Members of the public
- Contacts or followers on social media
- Other, please specify

Q30 Where or when did you observe or witness these unacceptable behaviours happen or usually happen?

- During informal interactions/ with other Members or Council officers
- Before, during or after Full Council meetings
- Before, during or after formal Committee meetings
- At Group meetings
- In the Members lounge
- In the local community or ward - While working or interacting with ward members/constituents
- At your home or residential area
- On-line on social media platforms
- Other, please describe

Q31 Did you report the incidents that you observed or witnessed

- Yes **(go to Q30 and proceed with the rest of Qs)**
- No **(go to Q35)**

Q32 If YES, who have you told or reported the incidents that you observed or witnessed?

- My Group Leader
- My Group Whip or another Member in my political group
- A Committee Chair
- The Monitoring Officer
- The Head of Democratic Services
- Other, please specify

Q33 After reporting the bullying or harassment or discriminatory incident/s that you

observed, do you feel that the victim has been or was:

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
Treated fairly	<input type="checkbox"/>				
Well Supported	<input type="checkbox"/>				

Q34 After reporting the bullying or harassment or discriminatory incident/s that you observed or witnessed, do you feel that the accused:

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
Was treated fairly	<input type="checkbox"/>				
Acknowledged their unacceptable behaviours	<input type="checkbox"/>				

Q35 If NO, why did you not formally report the incidents that you observed or witnessed?

- Concerned about personal impact or repercussions
- Not confident concern will be addressed
- Have raised concern before and was not listened to
- No way to raise concern anonymously
- Do not feel able to judge if issue is serious enough to be worth raising
- Do not know how to raise a concern
- None of these
- Other, please specify

Knowledge of and confidence in reporting unacceptable behaviours

Q36 Do you think you have a duty to report unacceptable behaviours - bullying, harassment and discrimination that you experience, and/or observe or witness whilst undertaking your role as an Member of the Council?

- Yes (go to Q38 and proceed with the rest of Qs)
- No (go to Q37)
- Not sure (go to Q38)

Q37 If No, or not sure, please provide more information

Q38 Are you currently aware of the process for reporting unacceptable behaviours that you experience and/or observe or witness when undertaking your role as an Member of the Council?

- YES**, I am confident that I know the process and who I should contact or report the incidents that I experience

- NO**, I am not aware of the process or who I need to contact or report incidents of unacceptable behaviours
- Unsure**, I am not sure nor confident on what to do and who to contact if /when I experience unacceptable behaviours
- Any other comments

Q39 Please provide any other comments that you have on the process for reporting unacceptable behaviours that you experience and/or observe or witness in the Council.

Q40 Your level of agreement on how the Council deals with unacceptable behaviours - bullying, harassment and discrimination.

	Strongly Disagree	Disagree	Neither	Agree	Strongly Agree
Bullying, harassment and discrimination misconduct is taken seriously by the Council	<input type="checkbox"/>				
It is safe to speak up and raise concerns about bullying, harassment and discrimination	<input type="checkbox"/>				
It is safe to personally challenge inappropriate behaviours	<input type="checkbox"/>				
Those who raise concerns are supported and protected	<input type="checkbox"/>				
If bullying or any unacceptable behaviour is found to have taken place, appropriate action is taken	<input type="checkbox"/>				

Q41 What do you think needs to be done to improve current arrangements for dealing with unacceptable behaviours i.e., bullying, harassment and discrimination that affects Members of the Council? **Rank according to importance.**

- Early Intervention and Prevention** - Tackling and challenging unhelpful attitudes and behaviours that, over time, can manifest in or perpetuate incidents of bullying, harassment and misconduct. Support opportunities to

address tensions and conflicts at an early stage, before the formal complaint procedure is needed.

- Education and Signposting** - Having clear and consistent guidance that is well promoted. Educate Members on what bullying, harassment and misconduct looks like in tangible terms, and provide opportunities for members to seek confidential advice.

- Impartial and Timely Procedures** - Enable individual to raise a complaint confidentially.
- Appropriate and Transparent Outcomes** – Ensure both parties are fully briefed on the outcomes of the investigation. Provide aftercare for those involved, to deal with the potential ‘fall-out’ of investigations, including the impact this might have on people’s wellbeing

- Build the Evidence Base** - Use data to monitor system and track how many cases are raised, actually resolved and resulted in a tangible outcome. Use evidence to inform and monitor procedural changes to ensure they are having the intended impact.

- Q42 Please provide any other comments on what you think should be done to improve arrangements for dealing with unacceptable behaviours such bullying, harassment and discrimination directed towards Members of the Council.

Monitoring Questions

- Q43. What is your sex (registered at birth)? Please note that the question on your gender identity follows.

- Female
- Male
- Prefer not to say

- Q44. Is the gender you identify with, the same as your sex registered at birth?

- Yes (**Go to 46**)
- No

- Q45. If No, please specify your gender identity.

- Trans man
- Trans woman
- Non- binary
- Prefer not to say
- Other

If Other and/or prefer to self-describe, please specify.

- Q46. In which of the following age groups did you fall under from 31 March 2022? Please tick the box that corresponds to your response.

- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

- Q47. Are you?

- Single
- In a same-sex civil partnership
- Married
- Living together/co-habiting
- Separated/divorced or legally separated if formerly in a same-sex civil partnership
- Widowed
- Other

If Other, please specify.

Q48. What is your ethnic group?

- White - Welsh/English/ Scottish/Northern Irish/British
- White - Irish
- White - Gypsy or Irish Traveller
- White - Any other background
- Mixed/multiple ethnic groups - white and Asian
- Mixed/multiple ethnic groups - white and black Caribbean
- Mixed/multiple ethnic groups - white and black African
- Mixed race - Welsh/English/ Scottish/Northern Irish/British
- Mixed/multiple ethnic groups - any other
- Asian/Asian Welsh/English/ Scottish/Northern Irish/British - Chinese
- Asian/Asian Welsh/English/ Scottish/Northern Irish/British - Pakistani
- Asian/Asian Welsh/English/ Scottish/Northern Irish/British - Bangladeshi
- Asian/Asian Welsh/English/ Scottish/Northern Irish/British - Indian
- Asian/Asian Welsh/English/ Scottish/Northern Irish/British - any other
- Black/African/Caribbean/black Welsh/English/ Scottish/Northern Irish/British - African
- Black/African/Caribbean/black Welsh/English/ Scottish/Northern Irish/British - Caribbean
- Black/African/Caribbean/black Welsh/English/ Scottish/Northern Irish/British - any other
- Arab
- Prefer not to say
- Any other ethnic group

If Other, please specify.

Q49. Do you regard yourself as belonging to any particular religion?

- Yes
- No, no religion

Q50. Please specify.

- Buddhist
- Christian (including Church in Wales, Catholic, Protestant, and all other Christian denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- Other

If Other, please specify.

Q51. Which of the following best describes your sexual orientation?

- Bisexual
- Gay woman/lesbian
- Gay man
- Heterosexual/straight
- Prefer not to answer
- Other sexual orientation

If Other, please specify.

Q52. Other than your Council role, which of the following best describes what you are doing at present?

- Working full-time (30+ hours per week)
- Working part-time (less than 30 hours per week)
- In full-time education
- On a government training scheme
- Unemployed - registered job seeker
- On a zero-hour contract
- Permanently sick or disabled person
- Wholly retired from work
- Looking after home
- Caring for a child or adult
- Other

If Other, please specify.

Q53. Which of the following best describes your housing tenure?

- Owned outright
- Owned with a mortgage
- Rented from the local authority
- Rented from a housing association
- Private rented
- Other

If Other, please specify.

Q54. Do have any children living at home?

- No children
- Yes, under 5 years old (pre-school)
- Yes, aged 5-11 (primary school)
- Yes, aged 11-16 (secondary school)

- Yes, aged 16-18 in full-time education or working
- Yes, aged 16-18 but not in full-time education or working

Q55. Do you care, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support?

- Yes
- No

Q56. Do you consider yourself to be Welsh?

- Yes
- No

Q57. Which is your first language?

- English
- Welsh
- Other

If Other, please specify.

Q58. How would you describe your Welsh language skills?

- Fluent
- Moderate
- Basic
- Learner
- None

Q59. Do you identify as a disabled person?

- Yes
- No

Q60. Please select any of the following that apply to you:

- Deaf/deafened/hard of hearing
- Mental-health difficulties
- Learning impairment/difficulties
- Visual impairment
- Wheelchair user
- Mobility impairment
- Long-standing illness or health condition (e.g. cancer, diabetes, or asthma)
- Prefer not to say
- Other

If Other, please specify.

Q61. Do you identify as a neurodivergent individual?

Yes

No