

PROPOSED QUESTIONS – UNACCEPTABLE BEHAVIOURS**Introduction**

Rationale of the survey and guarantee of anonymity and confidentiality of responses, and compliance to data protection legislation

Your Experience of Bullying**Bullying Definition here:**

Q1 Do you feel that you have been subjected to bullying behaviours in your role as elected Member during this political administration?

- Yes **(go to Q2 and proceed with the rest of Qs)**
- No **(go to Q8)**

Will provide data on numbers of those who perceive or feel they have been subjected to bullying behaviours

Q2 How often have you experienced these behaviours?

- Once
- Twice
- More than twice

Will provide data on the frequency that respondents have experienced bullying behaviours. This can be cross tabulated with data on gender or length or service to try to establish whether certain genders are more likely to experience bullying behaviours and whether duration or length of service affects likelihood of bullying, e.g., new members likely to experience bullying compared those who have been longer in service.

Q3 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

This information will provide an overview on how the bullying was undertaken or the mechanism or approach used by the perpetrator. This makes use of the broad category/ies or types of bullying behaviours as identified by the anti-bullying alliance.

Note: that the above Question can be deleted to give way to an expanded Question 4

Q4 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

This will provide descriptive information on the specific behaviours that have been experienced by the victim and does not necessarily limit this to the approach or method that was used by the perpetrator e.g., favouritism can involve both verbal and indirect methods of bullying.

Q5 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

This will provide further information on the victims' views on whether the bullying experienced is associated with any protected characteristics that they may have. Should provide insight on awareness raising and further work needed to improve awareness and knowledge of the Equalities legislation and protected characteristics and acceptable behaviours associated with it.

Q6 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

This will provide information on the perpetrators or the characteristics of groups and/or individuals who are perceived to be undertaking or responsible for these bullying behaviours.

Q7 Where or when did your experience of bullying happen or usually happens?

- During informal interactions/ with other Elected 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

This will provide some information on the 'timings' or the locations' when bullying is experienced.

Your Experience of Harassment

Harassment - definition here

Q8 Do you feel you have been subjected to or have experienced some form of harassment whilst undertaking your role as an elected member since the start of this political term?

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

This will provide data on the numbers those who experienced harassment vs numbers of those who have experienced other unacceptable behaviours such as bullying and discrimination.

Q9 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

This will provide descriptive information on the types or scope of harassment behaviours that the victims feel they have experienced and will provide data on numbers of those who feel they have been subjected to these behaviours

Q10 How often have you experienced these behaviours?

- Once
- Twice
- More than twice

Q11 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

Q12 Where or when did your experience of harassment happen or usually happen?

- During informal interactions/ with other Elected 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

Discriminatory behaviours definition here

Q13 Do you feel that you have experienced or have been subjected to discriminatory behaviours whilst undertaking your role as an elected Member since the start of this new political term?

- Yes (go to Q14 and proceed with the rest of the Qs)
- No (go to Q18)

This will provide data on the numbers those who experienced harassment vs numbers of those who have experienced other unacceptable behaviours such as harassment and bullying.

Q14 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

This will provide information on the specific type/s or category/ies of protected characteristics that the discriminatory behaviour/s was based on or related to.

Q15 How often have you experienced these behaviours?

- Once
- Twice
- More than twice

Q16 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

Q17 Where or when did your experience of discriminatory behaviours happen or usually happen.

- During informal interactions/ with other Elected 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

Q18 Did you tell anyone (not formally report) of the unacceptable behaviour incidents (Bullying, Harassment, Discrimination) that you have experienced?

- Yes **(go to Q20)**
- No **(go to Q19)**

Q19 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

After completion of Q19 proceed to Q21

Q20 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

This will provide information on who the victims feel confident to talk to about their experience/s of unacceptable behaviours. Will also provide information on informal channels used by victims to discuss their experience of these behaviours.

After completion of Q20, proceed to Q21

Q21. Have you formally reported the incident/s that you have experienced?

- Yes **(go to Q23)**
- No **(go to Q22)**

This will provide information on the number of those who formally reported any unacceptable behaviour incidents they experienced.

Q22. 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

This will provide information of the reasons why 'victims' are unwilling to formally report the incidents they experience and contextual information to enable appropriate support to be provided to encourage reporting of incidents experienced.

After completion of Q22, proceed to Q26

Q23. 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

This will provide info on whether 'victims' report incidents to the specified officers who have responsibility over this matter and an insight to whether they make use of the current formal arrangements for reporting unacceptable behaviours that they experience

Q24 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"/>				

This will provide feedback information on whether victims feel that they have been treated fairly and supported well in using the current arrangements for dealing with unacceptable behaviours

Q25. 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"/>				

This will provide feedback information on the 'victims' satisfaction of the outcomes of the process for dealing with the incidents that they experienced.

After completion of Q25, proceed to Q26

Observations of or witnessing unacceptable behaviours

Q26 Since the start of your current term as Elected Member, have you observed or witnessed the following unacceptable behaviours displayed by other Elected Members?

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

(If Yes go to Q27 and proceed with the rest of Qs)

(If No go to Q34)

Note: We can ask the question separately for each one of the categories to determine the types of bullying, harassment and discrimination that was observed by other Members.

This will provide information on the prevalence of perceived unacceptable behaviours (Bullying, Harassment, Discrimination) observed or witnessed by elected Members.

Q27 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

This will provide information on the perceived recipients of unacceptable behaviours

Q28 Where or when did you observe or witness these unacceptable behaviours happen or usually happen?

- During informal interactions/ with other Elected 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

Q29 Did you report the incidents that you observed or witnessed

- Yes **(go to Q30 and proceed with the rest of Qs)**
- No **(go to Q33)**

Q30 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

Q31 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"/>				

Q32 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"/>				

Q33 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

After completion of Q33, proceed to Q34

Knowledge of and confidence in reporting unacceptable behaviours

Q34 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 Elected Member of the Council?

- Yes **(go to Q36 and proceed with the rest of Qs)**
- No **(go to Q35)**
- Not sure **(go to Q35)**

Q35 If No, or not sure, please provide more information

After completion of Q35, proceed to Q36

- Q36 Are you currently aware of the process for reporting unacceptable behaviours that you experience when undertaking your role as an elected 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

Q37 Your views 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"/>				

Q38

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 elected 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.