

WorkBuzz, our new employee survey

Information for members on the new employee survey, Workbuzz.

Our first employee survey with WorkBuzz launched on Monday 27 September. This is the first survey from our new provider and is the first quarterly opportunity to feedback for employees.

Becoming a great place to work



What will the survey look like?

WorkBuzz will send employees an email each quarter offering them the opportunity to voice their opinion about working for Epping Forest District Council, share feedback about what is working well and make suggestions for improvements.

Employee engagement through WorkBuzz – FAQs

These FAQs are for employees and here for members information only.

- **Why should I take part?**

These emails are your opportunity to provide regular confidential feedback and suggestions, this information will help shape our company culture, policy, and our performance.

Using this feedback will help us focus on improving organisational opportunities, creating a working environment that everyone enjoys being a part of.

- **What is the purpose of the survey?**

Epping Forest District Council values your feedback and wants to know what's working well so they can build on their strengths and understand what they should focus on improving. The goal is to become a better and more effective place to work.

- **Why should I complete the survey – what's in it for me?**

Your views and suggestions are critical in helping Epping Forest District Council prioritise its resources and become a better place to work. By taking part, you have a chance to have your say and influence this.

- **Who will have a chance to complete the survey?**

All employees can complete the survey however, new joiners post September launch will need to wait until the next planned survey to submit their feedback.

- **Is it compulsory to complete the survey?**

The survey is voluntary; however, this is your opportunity to give feedback in a confidential environment about being an employee for Epping Forest District Council. We would really hope that you take this valuable opportunity to tell us your views and have your say.

For more information [visit workbuzz.com/confidentiality-promise/](https://workbuzz.com/confidentiality-promise/).

- **Is the survey confidential and is my anonymity guaranteed if I participate?**

Absolutely – Epping Forest District Council has appointed an independent company, WorkBuzz, to conduct this survey and the results are completely confidential. The raw data and individual responses will not be shared with Epping Forest District Council.

- **Who can see the responses I make?**

Your individual answers will go directly to WorkBuzz. No Epping Forest District Council employees will see any individual survey responses because these will be merged with your colleagues' answers when the reports are released.

- **I am in a small team; how will my results be shared?**

Reports will only be provided for teams of five or more in to protect the confidentiality of employees. If your team is smaller than this, your feedback will be rolled up into the next level e.g. a department or function, and will still be included in the overall results for the organisation.

- **Where is the survey hosted and is it secure?**

WorkBuzz host the online survey in the UK. They use multiple layers of security to make sure that your data remains private and secure.

- **Can I change my answers after I have submitted my completed survey?**

No. Once you click on "Submit" at the end of the questionnaire, your answers cannot be accessed again.

- **I have a problem accessing the survey, what should I do?**

Try to access the survey on your mobile device, laptop, or tablet. If you still can't access it, please [email support@workbuzz.com](mailto:support@workbuzz.com) and WorkBuzz aim to respond within 1 full working day.

- **I have lost or deleted my email invitation. Can I get another one?**

Please [email your administrator Rhiannah McDonnell](mailto:Rhiannah.McDonnell@epf.gov.uk) and they will be able to resend your survey invitation.

Your responses will be merged with your colleagues to ensure that they remain fully confidential – see WorkBuzz's Confidentiality Promise if you would like further reassurance.