Tool 2.1: Interview record sheet

|  |
| --- |
| Part 1: General questions |
| 1. What does the term ‘culture’ mean to you? |  |
| 2. What are the key elements of the current culture of your organisation? |  |

|  |
| --- |
| Part 2: Vision and values |
| 3. What objectives does the board have for developing the organisation’s culture? |  |
| Part 2: Vision and values |
| 4a. To what extent do staff at all levels understand the vision of the organisation? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
| 4b. Why have you given that score? How do leaders at all levels reinforce the vision? |  |
| 5a. To what extent do organisation values influence the board’s strategic decisions? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
| 5b. How frequently and openly does the board use organisational values to influence their strategic decisions? |  |

|  |
| --- |
| Part 3: Goals and performance |
| 6a. To what extent are staff managed effectively?(eg, clear objectives, helpful feedback on performance, manageable workloads, appropriate training, effective appraisals and opportunities to contribute to decisions that affect their work). | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
|  |
| 6b. Why have you given this score? How does the board assure this? |

|  |
| --- |
| Part 4: Support and compassion |
| 7. How is the board assuring itself that staff feel valued, have high levels of wellbeing, good work–life balance stress management and resilience? |  |

|  |
| --- |
| Part 4: Support and compassion |
| 8. How does the board genuinely seek to understand the work challenges of staff without imposing a hierarchical understanding? |  |
| 9. How does the board include patients in its day-to-day business? |  |

|  |
| --- |
| Part 5: Learning and innovation |
| 10a. To what extent are innovation, learning and improvement frequently and effectively fostered in the organisation? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
| 10b. Why have you given this score? |  |

|  |
| --- |
| Part 6: Equity and Inclusion |
| 11. How does the board assure itself that the organisation is making progress in promoting equity, diversity and inclusion at all levels?\*See also Equality Delivery System (EDS2),Workforce Race Equality Standard (WRES) andWorkforce Disability Equality Standard (WDES)  |  |
| 12. To what extent does the board value equity and inclusion and the lived experience of staff? | Not at all |   |   |  | To a great extent |
|  | 1 | 2 | 3 | 4 | 5 |
| 12a Why have you given this score? |  |

|  |
| --- |
| Part 7: Teamwork |
| 13. Is there effective team, inter-team and cross-boundary working in the organisation and with other organisations? |  |
| 14a. To what extent does the whole board operate as an effective team with clear objectives, regular performance reviews and supportive team working? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
| 14b. How does the board do this? |  |

|  |
| --- |
| Part 8: Other |
| 15a. To what extent is there a culture of openness and transparency across the organisation and are all staff empowered to speak up when they see things going wrong? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
| 15b. Why have you given this score? How does the board assure itself of this? |  |  |  |  |  |
| 16a. To what extent does the organisation have appropriately skilled leaders at every level, committed to enabling compassionate and supportive leadership? | Not at all |  |  |  | To a great extent |
| 1 | 2 | 3 | 4 | 5 |
|  |
| 16b. Why have you given this score? |  |