

INFORMATION & CONSULTATION DIRECTIVE - HEALTH CHECK		
Informing and Consulting:	Click the boxes below for a drop-down menu	
<i>How robust are your overall arrangements for:</i>		EVIDENCE EXAMPLES - please log any examples you have illustrating your score
Update employees about recent and likely developments in what the organisation is doing and the financial context of the business	0	
Update employees and consult them about their job situation and future planning about employment, especially any threats to employment	0	
Update employees and consult them on any likely changes to the way work is organised or likely changes that would affect their contracts of employment	0	
Give employees information that is easy to understand, consistent and delivered effectively	0	
Effective Informing and Consulting		
<i>In your organization how effective is the arrangement for ensuring:</i>		
All employees (including managers and professionals) are fully informed and consulted on a regular basis	0	
Employees views are taken account of before making a major decision	0	

There are adequate resources (especially time and money) for informing and consulting employees	0	
Managers involved in informing and consulting employees are properly trained	0	
Employee Contribution		
<i>How effective are your arrangements for ensuring:</i>		
Employees are clear about what is expected of them in their work roles	0	
Strong team- work in delivering products and services	0	
Appraisal conversations between managers and employees are candid, useful and developmental	0	
Employees have opportunities for development and performance improvement	0	
Employees are involved in problem-solving as part of their team working	0	
Understanding		
<i>How effective are your arrangements for ensuring:</i>		
Employees know how the organisation works, ie who does what, who is responsible for what	0	

Employees know the full range of products/ projects and services offered by the organisation	0	
Employees know the range of customers/service-users served by your organisation	0	
Employees understand from where the organisation receives its income/funding and from where it incurs its costs	0	
Employees can make sense of a budget document	0	