

Report to:	Employment and Staffing Committee (SCDC) 10 November 2022 Strategy and Resources Committee (CCC) (by e-mail)
Lead Cabinet Member:	Cllr John Williams – Lead Cabinet Member for Resources
Lead Officer:	Liz Watts – Chief Executive

Update on progress planning for the Four Day week (4DW) trial

Executive Summary

1. The first (desk-based) 4DW trial is still on track to take place between January and March 2023. This report provides a brief summary of the planning process that is taking place to prepare for the trial.

Key Decision

2. No

Recommendations

3. It is recommended that committee note the report.

Reasons for Recommendations

4. Councillors from both councils have asked for regular updates on the 4DW.

Details

Progress since announcement of trial

5. Following the approval of the Four Day Week (4DW) trial for desk-based colleagues at SCDC (including the Shared Planning service), it was agreed that reports on progress would be presented to the Employment & Staffing Committee at South Cambridgeshire District Council and Strategy & Resources Scrutiny Committee at Cambridge City Council.

Timings of Committees

6. Due to the timings of committees, reports will be forwarded by email to one or other committee, to ensure each actual committee meeting receives up-to-date information. The report cycles and whether a report will be presented in person to the committee or by email is set out below. Each report will be shared with each committee (either in person or by email), meaning there will be four reports delivered between November 2022 and March 2023.

Committee	SCDC E&S*	CCC S&RS**
10 November E&S	Report in person	Report by email
30 January S&RS	Report by email	Report in person
23 February E&S	Report in person	Report by email
27 March S&RS	Report by email	Report in person

*Employment & Staffing Committee (SCDC)

** Strategy & Resources Scrutiny Committee (CCC)

Project Team

7. A project team has been set up, led by colleagues in SCDC Transformation team, and attended by the Head of HR from the City Council and union representatives. Key activities completed to date include:

- Creation of a data hub on Insite to store everything related to the 4DW (FAQs, training resources, etc)
- Collation of data through a tool called 'Red Teams' to understand concerns/ideas/solutions from across the Council (attended by just over 100 colleagues including approximately 20 managers)
- Creation of a weekly snapshot survey to gauge how colleagues are feeling about the 4DW and preparations (results from weeks 1-2 set out in Appendix 1)
- Establishment of a group of 'Champions' from all service areas, to be the key interlocutors between the project team and services
- Early guidance on some key ways of working that we expect to apply to everyone in the first trial
- Planning within each service area to work through how they intend to undertake the trial in their area
- HR drop-in sessions open to all colleagues in the trial
- A two-hour training workshop (delivered free) by Alex Soojung-Kim Pang, a leading trainer in the 4DW on how to implement a 4DW; this was open to all service managers, and champions
- A feedback form on the website that members of the public can use to ask questions or make comments about the trial: [Four-day working week trial - South Cambs District Council \(scams.gov.uk\)](https://www.scams.gov.uk)
- Regular responses to media enquiries and an article in South Cambs magazine about the 4DW trial
- Collation of a list of interested councils, for whom we have promised to deliver a briefing once we have data from the trial and lessons to share

Second Trial for Shared Waste Service

8. At the same time, colleagues in the Shared Waste Service are undertaking some early data collation and preliminary analysis / scenarios setting to prepare for the second trial.

Media interest

9. There has continued to be media interest around the trial, and it was mentioned in the House of Commons when Labour MP (Bootle) Peter Dodd tabled a motion for leave to bring in a Bill to reduce working hours ([Working Time Regulations \(Amendment\) - Hansard - UK Parliament](#)). The second reading of the Bill will be on 9 December. (For the avoidance of doubt, since the question was raised by some colleagues) this bill will in no way prevent the continuation of our own trial).

Four Day Week Global Pilot

10. The pilot programme in the UK being run by Four Day Week Global has published early data from the halfway point of the trials they are running in 70 organisations in the UK, which can be found here: [At the halfway point of a UK 6-month trial of a day 4 week pilot programme feedback is flowing in. — 4 Day Week Global](#)

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

12. There are no financial implications for the trial.

Legal

13. There are no legal implications for the trial.

Staffing

14. All colleagues have had opportunities to get involved in the planning process and we are working collaboratively to ensure we provide support, address concerns, make use of good ideas, etc as the planning period proceeds.

Equality and Diversity

15. There are no E&D issues related to the trial. If the trial is extended a full EQiA will be undertaken.

Health & Wellbeing

16. The Health & Wellbeing of colleagues is one of the key metrics that will be tested after the trial.

Alignment with Council Priority Areas

A modern and caring Council

17. A trial will be a significant exercise in understanding whether we can achieve the benefits of a 4DW, thus maintaining services to residents and improving the health and wellbeing of employees.

Background Papers

SCDC: [Trialling a four-day week at the Council - Report for Cabinet.pdf \(moderngov.co.uk\)](#)

CCC: [220914 SR 10 October 4 day week.pdf \(cambridge.gov.uk\)](#)

Appendices

Appendix A: Snapshot data

Report Author:

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Appendix 1

On a scale of 1-5 (1= very concerned, 2 = concerned, 3 = not sure, 4 = positive, 5 = very positive)



