

Report to:	Cabinet	20 March 2023
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Resources	
Lead Officer:	Liz Watts, Chief Executive	

Confirming Arrangements for the Four-Day Week Trial and Next Steps

Executive Summary

1. This report sets out the arrangements for consideration of the results of the Four-Day Week trial and next steps

Key Decision

2. No

Recommendations

3. It is recommended that Cabinet confirm these arrangements.

Reasons for Recommendations

4. In order to ensure clarity around the process of reviewing the first trial and considering the next steps for both the desk-based trial and the Shared Waste Service and Facilities Management trials.

Details

5. The Four Day week trial started for desk-based colleagues on 1 January. Results from the trial will include:
 - a. Key Performance Indicators for 1 January – 31 March 2023
 - b. Health and Wellbeing survey comparing August 2022 data with April 2023 data
6. Data will be collected and analysed in April 2023 and a final report drafted for Cabinet's meeting on 15 May.

7. Should the data be positive (ie performance has been maintained and health and wellbeing has improved) the proposal to Cabinet on 15 May would be to extend the trial for a further year, in order to be able to measure the impact on recruitment and retention.
8. A recommendation will be made to Cabinet about a trial for Facilities Management, to start in June 2023.
9. A recommendation will also be made to Cabinet about a trial in the Shared Waste Service, to start in June 2023.
10. Cllr Davey, the Executive Cllr for Finance, Resources and Transformation at Cambridge City Council, will take decisions on extending the existing trial (for the Shared Planning Service), and a new trial for the Shared Waste Service, on behalf of the City Council on the same day.
11. As noted in the report to Cabinet in September 2022, it is proposed that all those in the desk-based trial will continue working a four-day week pattern until Cabinet meets on May 15th. The trial itself however will only measure January – March KPI data, in order to ensure that comparable data from previous years can be used in the analysis.

Options

12. Cabinet has already agreed to consider the outcome of the trial in May 2023 and this report therefore just sets out the arrangements for both councils.

Implications

13. 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:-

There are no significant implications, as this report is simply setting out the process for the next steps.

Alignment with Council Priority Areas

A modern and caring Council

14. The trial continues to be a major plank in the Council's objectives to ensure it is delivering its business plan with a motivated workforce.

Background Papers

Cabinet meeting September 2023: [Trialling a four-day week at the Council - Report for Cabinet.pdf \(moderngov.co.uk\)](#)

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