



## **UPDATE ON SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL FOUR DAY WEEK TRIAL**

**To:**

Councillor Mike Davey, Leader and Executive Councillor for Transformation  
Strategy & Resources Scrutiny Committee 25 March 2024

**Report by:**

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**Wards affected:**

All

Not a Key Decision

### **1. Executive Summary**

This is a short paper setting out next steps and recommendations in relation to the four-day working week trial at South Cambridgeshire District Council. It is presented at this scrutiny committee because SCDC operate two shared services on behalf of Cambridge City Council, the Shared Waste Service and the Greater Cambridge Shared Planning Service.

### **2. Recommendations**

The Executive Councillor is recommended to:

1. Approve the request of South Cambridgeshire District Council to continue the working arrangements for SCDC staff delivering shared services with Cambridge City Council (shared waste and Greater

Cambridge Shared Planning Service, in line with the decision taken by SCDC Cabinet, as follows:

- a. To continue the four day week working arrangement for both desk based and waste service operational SCDC colleagues until: (i) information is provided by the Government regarding potential future financial levers they might impose on Councils using this working practice, as announced in their Local Government Financial Settlement consultation in December 2023, and (ii) a subsequent consultation is carried out by the Council, analysed, and all trial data is presented to SCDC Full Council for a final decision.
  - b. for all SCDC colleagues working a four-day week (desk-based and waste operations), the hours are harmonised at 32 hours per week (pro rata for part time colleagues) at 86.5% of contracted hours from 1 April 2024.
2. To note the decision taken by SCDC to present an update report to this scrutiny committee, no later than the end of July 2024, providing data on the trial periods (desk-based and waste), up to the end of March 2024, including information about the ongoing effectiveness, including recruitment and retention, costs and savings of a four-day week working model.

### **3. Background**

The background for this item is set out in the appended South Cambridgeshire District Council paper which is being presented to SCDC Cabinet on 12 March 2024.

### **4. Implications**

As this paper is recommending the continuation of the as-is position for both shared services, there are no implications at this point. Full analysis of implications post the outcome of the public consultation and subsequent decisions on the future of the scheme will be carried out and reported to the relevant scrutiny committee.

#### **a) Financial Implications**

n/a

#### **b) Staffing Implications**

n/a

#### **c) Equality and Poverty Implications**

An EQIA will be prepared for the update report that will come to this scrutiny committee as outlined above.

**d) Net Zero Carbon, Climate Change and Environmental Implications**

n/a

**e) Procurement Implications**

n/a

**f) Community Safety Implications**

n/a

**5. Consultation and communication considerations**

n/a

**6. Background papers**

Report to SCDC Cabinet

**7. Appendices**

The appendices to the SCDC paper are available on request, or via the SCDC weblink at [Agenda for Cabinet on Tuesday, 12 March 2024, 10.00 a.m. \(moderngov.co.uk\)](#)

**8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Jane Wilson, Chief Operating Officer, tel: 01223 - 457860, email: [jane.wilson@cambridge.gov.uk](mailto:jane.wilson@cambridge.gov.uk).