# 4 Day working week weekly reporting form

## Introduction

## Weekly

Following your recent receipt of the retrospective data form, the Department requests that SCDC completes the following weekly data collection. The form requests ongoing data on: staffing, costs, service delivery, performance against a range of SCDC's KPIs, and resident feedback.

As stated in the Best Value Notice, the Department requests that this form is completed and returned on a weekly basis starting one week from its receipt. To allow time to gather the relevant information, each weekly submission should correspond to the week two weeks prior to the date of submission.

Please note that no personal data should be provided in this form.

Data collection - weekly

Data recorded in this section should relate to the period 6th November 2023 - 12th November 2023

## Section 1: Organisational data

1A and 1	B: Numb	per of staff
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1A: Number of permanent and fixed term staff employed by the organisation during the trial, broken down by service area taking part in the trial.

1B: Number of agency staff in the organisation during the trial, broken down by service area taking part in the trial.

Service		♥ Confirm choice
Environment		
	1A. Number of staff employed by the organisation	
	58	
	1B. Number of temporary staff (temporary or agency)	
	2	
	Please use this box to provide additional information	
Service		<b>☑</b> Confirm choice
Executive office		
	1A. Number of staff employed by the organisation	
	17	
	1B. Number of temporary staff (temporary or agency)	
	0	
	Please use this box to provide additional information	

4 Day working week weekly reporting form

Confirm choice

	1B. Number of temporary staff (temporary or agency)				
	12				
	Please use this box to prov	ide additional information			
Click 'Add Another Line' to					
Please press next to go to 1	C: Total staffing costs				
1C: Total staffing cos	sts				
Total staffing costs during the		ce area taking part in the trial			
Ounder					hoice
Service Housing				<b>G</b> Commin	noice
Staffing costs - permanent	and fixed term staff (£)	Staffing costs - agency sta	aff (£)	Total staffing	g costs (£)
£		£		£ 0.00	- ,,
	Please use this box to prov	ide additional information			
	See additional commenta	ıry			
Click 'Add Another Line' to	add another Team				
Please press previous to go					
Please press next to go to 1	D: Contracted hours for s	staff			
1D: Contracted hours	s for staff				
For staff taking part in the tria					the trial, broken down by working pattern
	Number of taking part	contracted hours for staff in trial	Actual hours worked by sta participating in trial	aff	
Working pattern: Full time	37.00				
Working pattern: Part time					
Other working pattern:	Please specify details				
	See additional commentary				
Please press previous to go to 1C: Total staffing costs					
Please press next to go to 1E: Total number of days lost due to staff sickness					
riease press next to go to 1					
riease press next to go to 1					
Please press next to go to 1  1E: Total number of	E: Total number of days I	ost due to staff sickness			
1E: Total number of	E: Total number of days l	ost due to staff sickness	area taking part in the trial (inc	lude both perm	nanent and agency staff)

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4.4297832233741753 % Please use this box to provide additional information Days/FTE = 0.18 Confirm choice Service Shared Planning Total number of working days lost due to staff sickness 11.00 Total number of working days 510.00 Percentage of working days lost due to staff sickness 2.1568627450980392 % Please use this box to provide additional information Days/FTE = 0.09Confirm choice Service **Shared Waste** Total number of working days lost due to staff sickness 26.00 Total number of working days 853.50 Percentage of working days lost due to staff sickness 3.0462800234329233 % Please use this box to provide additional information Days/FTE = 0.15 Confirm choice Service Transformation Total number of working days lost due to staff sickness 12.00 Total number of working days 426.00 Percentage of working days lost due to staff sickness 2.8169014084507042 % Please use this box to provide additional information Days/FTE = 0.12

Click 'Add Another Line' to add another Team

Please press previous to go to 1D: Contracted hours for staff

Please press next to go to 1F: Percentage of vacant roles

## 1F: Percentage of vacant roles

Percentage of vacant	t roles during the trial, broken down by service ar	ea taking part in the trial.
Service		<b>ⓒ</b> Confirm choice
Environment		
	Total number of vacant roles	
	6	
	Total number of roles	
	64	
	Percentage	
	9.375 %	
	Please use this box to provide additiona	linformation
ervice		<b>ⓒ</b> Confirm choice
Executive office		
	Total number of vacant roles	
	4	
	Total number of roles	
	21	
	Percentage	
	19.0476190476190476 %	
	Please use this box to provide additional	linformation
		<b>ℰ</b> Confirm choice
Finance		
T Marioo	Total number of vacant roles	
	21	
	Total number of roles	
	90	
	Percentage	
	23.33333333333333333	
	Please use this box to provide additional	Information
Service		♥ Confirm choice
Housing		
	Total number of vacant roles	

Total number of vacant roles

11

Total number of roles

118

Percentage

9.3220338983050847 %

Total number of employees

0

17

Department
Shared Waste

Confirm choice

	Total number of leavers		
	2		
	Total number of employee	s	
	171		
	Percentage		
	1.1695906432748538 %		
	Please use this box to provid	le additional information	
Department			♥ Confirm choice
Transformation			
	Total number of leavers		
	0		
	Total number of employee	S	
	106		
	Percentage		
	0.00 %		
	Please use this box to provide	le additional information	
Click 'Add Another Line' to	add another Team		
Please press previous to go	to 1G: Percentage adverti	sed roles successfully filled	
Please press next for: Addit	tional commentary		
1I: Number of staff w	ho have claimed ove	rtime	
Provide the number of staff w	ho have claimed overtime, b	oken down by each service area taking part in the trial	
Service			<b>☑</b> Confirm choice
Environment			
	Total number of staff clain	ing overtime	
	Please use this box to provide	le additional information	
			<b>ℰ</b> Confirm choice
Service  Executive office			Committatoice
	Total number of staff clain	ing overtime	
	Total number of Staff Claim	wig overline	

4 Day working week weekly reporting form			
	Please use this box to provide additional information		
Service	<b>ⓒ</b> Confirm choice		
Finance			
	Total number of staff claiming overtime		
	Please use this box to provide additional information		
Service	<b>☑</b> Confirm choice		
Housing			
	Total number of staff claiming overtime		
	Please use this box to provide additional information		
Service	<b>ⓒ</b> Confirm choice		
Shared Planning			
	Total number of staff claiming overtime		
	Please use this box to provide additional information		
Service	<b>ⓒ</b> Confirm choice		
Shared Waste			
	Total number of staff claiming overtime		
	Please use this box to provide additional information		
Ormina			
Service Transformation			
	Total number of staff claiming overtime		
	Please use this box to provide additional information		
	Trease use this bex to provide additional information		
Click 'Add Another Line' to	add another Team		
Please press previous to g	o to 1F: Percentage of vacant roles		

## Please press next to go to 1H: Percentage of staff who left each year (turnover rate)

1J: Number of st	taff undertaking addition	al employment
Provide the number of s	staff undertaking additional emplo	ment, broken down by each service area taking part in the trial
Service		<b>ⓒ</b> Confirm choice
Environment		
	Total number of staff und	ertaking additional employment
	Please use this box to prov	ide additional information
Service		<b>ⓒ</b> Confirm choice
Executive office		
	Total number of staff und	ertaking additional employment
	Please use this box to prov	de additional information
Service		<b>☑</b> Confirm choice
Finance		
	Total number of staff und	ertaking additional employment
	Please use this box to prov	de additional information
Service		<b>ⓒ</b> Confirm choice
Housing		
	Total number of staff und	ertaking additional employment
	Please use this box to prov	de additional information
Service		<b>ⓒ</b> Confirm choice
Shared Planning		
	Total number of staff und	ertaking additional employment
	Please use this box to prov	de additional information
		<b>ⓒ</b> Confirm choice
		O COMMINI CHOICE

- 1G the spreadsheet is provided in the submission for 25/12-31/12 (and includes data for weeks 1-9) as this was requested retrospectively in the revised data request dated 29/12/23.
- 1H Housing The headcount for Housing includes 4 staff who opted out of the 4DW trial.
- 11 Overtime payments are requested, processed and paid monthly as part of the payroll process so this data is provided monthly as soon as it is available. Note that a claim made in any month can cover any instances of worked overtime from the previous 3 month period. This number does not include out of hours payments, standby or call out payments.
- 1J Additional employment on 19/01/24 DLUHC paused this request for data pending discussion with the Minister.

Please press previous to go to 1I: Protected characteristics

Please press next to go to Section 2: Service information - before trial

## Section 2: Service information

## 2A: Service information for this week:

Operational opening hours for contact centres and other areas taking part in the trial

Contact Centre – 8am-5.30pm Monday to Friday, late night Wednesdays until 6.30pm Reception – 9am-4pm Monday to Friday

Logs of calls to contact centres and other areas taking part in the trial, this should include call answer time and outcomes of calls.

Please ensure that no personal data is included.

Please upload your Logs of calls to contact centres and other areas taking part in the trial for this week using the Select File button

SCDC\_Agent\_Incoming\_Calls\_List\_2023-11-06 - 2023-11-10.csv 367 KB

No attachment.

Average daily number of in-person visits to contact centres and other areas taking part in the trial

27.60

Logs of emails to areas taking part in the trial, including response times and outcomes. Please ensure that no personal data is included.

Please upload your Logs of emails to contact centres and other areas taking part in the trial using the Select File button

Emails Stats Week2 \_061123-121123.csv 221 bytes

No attachment.

Please use this box to provide additional information

2A logs of emails including outcomes - as discussed, these logs cannot be provided, instead weekly statistics on email volumes are provided.

Please press previous to go to Section 1: Organisational data

Please press next to go to 2B and 2C: Forecast/Actual Revenue and Capital Spend

# 4 Day working week weekly reporting form 2B & 2C: Forecast/Actual Revenue and Capital Spend Confirm choice Service Housing 2B: Forecast and actual revenue spend for each service area taking part in trial Forecast revenue spend £ Actual revenue spend £ 2C: Forecast and actual capital spend for each service area taking part in trial Forecast capital spend £ Actual capital spend £ Please use this box to provide additional information 2B&2C This data is not available weekly as all accounting software is configured to provide monthly figures. Monthly figures are provided as soon as possible after month end. Click 'Add Another Line' to add another Team Please press previous to go to 2A: Service information Please press next for: Additional commentary Additional commentary Please provide any additional comments on the information provided in this section Please use this box to provide an explanation for missing data or additional commentary Please press previous to go to 2B and 2C: Forecast/Actual Revenue and Capital Spend Please press next to go to Section 3: SCDC KPIs Section 3: SCDC KPIs Click Next to move to the next section 3A: Finance - Benefits

Total number of new Housing Benefit claims: 10

6.00

Average number of days to process new Housing Benefit claims:

----- Council Tax Support claims ------

----- Housing Benefit claims -----

98.6949429037520392 %

Please use this box to provide additional information

Please press next to go to 3B: Finance - Revenues

3B: Finance - Revenues

-- Housing rent -----

Total housing rent collected (£):

£ 429,064.46

Total housing rent due (£):

£ 682,368.93

Percentage housing rent collected:

62.8786630129833139 %

----- Business rates -----

Total business rates collected (£):

£

	Non-major planning applications				
umber of	non-major applications including change of use and householder developments:				
	determined within 8 weeks				
	14				
	• determined within 16 weeks (EIA)				
0					
with an associated planning agreement (e.g. extension of time) that were decided on time					
	25				
otal numb	er of non-major applications including change of use and householder developments decided upon:				
	delegated decisions				
	38				
	• non-delegated decisions				
	1				
	Total				
	39				
ercentage	of non-major applications determined within 8 weeks or agreed timeline:				
100.00 %					
lumber of	non-major applications including change of use and householder developments received:				
42					
	Householder planning applications				
umber of	Householder planning applications householder development applications:				
lumber of					
umber of	householder development applications:				
umber of	householder development applications:  • determined within 8 weeks				
umber of	householder development applications:  • determined within 8 weeks				
umber of	• determined within 8 weeks  13  • determined within 16 weeks (EIA)				
umber of	• determined within 8 weeks  13 • determined within 16 weeks (EIA)				
umber of	• determined within 8 weeks  13 • determined within 16 weeks (EIA)  0 • with an associated planning agreement (e.g. extension of time) that were decided on time				
	• determined within 8 weeks  13 • determined within 16 weeks (EIA)  0 • with an associated planning agreement (e.g. extension of time) that were decided on time				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions				
	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions				
otal numb	householder development applications:  • determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions  0  Total				
otal numb	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions  0  Total				
verage tin	• determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions  0  Total  27  ne to determine validated householder planning applications (weeks):				
verage tin	householder development applications:  • determined within 8 weeks  13  • determined within 16 weeks (EIA)  0  • with an associated planning agreement (e.g. extension of time) that were decided on time  14  er of householder planning applications decided upon:  • delegated decisions  27  • non-delegated decisions  0  Total				

Appeals received - refusal allowed
Number of appeals against major planning permissions refusal allowed:
0
Total number of appeals against major planning permissions decided upon:
0
Percentage of appeals against major planning permissions refusal allowed:
%
Number of annuals against non-major planning pages in a refusal allowed.
Number of appeals against non-major planning permission refusal allowed:
Total number of appeals against non-major planning permission decided upon:
2
Percentage of appeals against non-major planning permission refusal allowed:
50 %
Appeals received - grounds of non-determination
Number of appeals received against major planning permission on the grounds of non-determination:
0
Total number of appeals received against major planning permission:
0
Number of appeals received against major planning permission on the grounds of non-determination as a percentage of total number of appeals received against major planning permission:
%
Number of received appeals against non-major planning permission on the grounds of non-determination:
0
Total number of appeals received against non-major planning permission:
0
Number of appeals received against non-major planning permission on the grounds of non-determination as a percentage of total number of appeals received against non-major planning permission:
%
Notes: Guidance and definitions
https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2/ps1-and-ps2-district-planning-matters-return-guidance-notes
Please use this box to provide additional information
Please press previous to go to 38. Finance - Revenues

Please press next to go to 3D: Greater Cambridge Planning services - Land Charges

3D: Greater Cambridge Planning services - Land Charges
Average land charges search response days:
10.02
Number of land charge searches:
96
Please use this box to provide additional information
Please press previous to go to 3C: Greater Cambridge Planning services - Development management
Please press next to go to 3E: Housing - Housing Advice
OF Hausing Hausing
3E: Housing - Housing
Advice
Number of households with children leaving B&B accommodation after longer than 6 weeks:
0
Please use this box to provide additional information
Please press previous to go to 3D: Greater Cambridge Planning services - Land Charges  Please press next to go to 3F: Housing
Flease pless flext to go to SF. Housing
3F: Housing
Number of tenants satisfied with responsive repairs:
Total number of repairs:
460
Percentage of tenants satisfied with responsive repairs:
%
Average days to re-let all housing stock:
Number of emergency repairs completed within 24 hours:
127
·
Total number of emergency repairs:
Total number of emergency repairs:
Total number of emergency repairs:  127

Please use this box to provide additional information

3F Housing - total repairs figure is for all responsive repairs including emergency repairs. Satisfaction rates are calculated from completed surveys. Note more surveys may be returned for work completed this week after our internal deadline for data entry for this submission.

14 surveys returned with a score of 7 and above out of 14 surveys returned this week = 100% satisfaction.

Average days to re-let all housing stock - no empty properties were let this week that required minor works.

Please press previous to go to 3E: Housing - Housing Advice

Please press next to go to 3G: HR and Corporate Services - Democratic Services

3G: HR and Corporate Services - Democratic Services

Number of public hybrid meetings run without issues causing downtime exceeding 5 minutes:

3

Total number of public hybrid meetings:

3

Percentage of public hybrid meetings run without issues causing downtime exceeding 5 minutes:

100 %

Please use this box to provide additional information

Please press previous to go to 3F: Housing

Please press next to go to 3H: Shared Waste and Environment

3H: Shared Waste and Environment

Total tonnes of household waste collected:

1.807

Total tonnes of household waste sent for reuse, recycling and composting:

1,025

Percentage of household waste sent for reuse, recycling and composting:

56.7238516878804649 %

Number of bins collected on time:

181,022

Total number of bins collected:

181,297

Percentage of bins collected on time:

99.8483151955079235 %

Please use this box to provide additional information

Please press previous to go to 3G: HR and Corporate Services – Democratic Services

4 Day working week weekly reporting form
Please press next to go to 3I: Transformation - Complaints
3I: Transformation -
Complaints
Number of formal complaints resolved within timescale:
9
Total number of formal complaints resolved:
9
Percentage of formal complaints resolved within timescale:
100 %
Please use this box to provide additional information
3I Complaints - 'total number of formal complaints' - figure provided is 'total number of formal complaints resolved'.
Please press previous to go to 3H: Shared Waste and Environment
Please press next to go to 3J: Transformation - Contact Centre
2 la Transfermation - Contact Contra
3J: Transformation - Contact Centre
Number of calls to the contact centre resolved first time:
1,656
1,000
Total number of calls to the contact centre:
Total number of calls to the contact centre:
Total number of calls to the contact centre:  2,709
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:  61.1295681063122924 %
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:  61.1295681063122924 %  Total number of calls to the contact centre that are answered:
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:  61.1295681063122924 %  Total number of calls to the contact centre that are answered:  2,514
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:  61.1295681063122924 %  Total number of calls to the contact centre that are answered:  2,514  Total number of calls to the contact centre:
Total number of calls to the contact centre:  2,709  Percentage of calls to the contact centre resolved first time:  61.1295681063122924 %  Total number of calls to the contact centre that are answered:  2,514  Total number of calls to the contact centre:  2,709

Please press previous to go to 31: Transformation - Complaints

Please press next to go to Additional commentary

Please use this box to provide additional information

114.0

4 Day working week weekly reporting	g form		
Additional			
commentary			
Please provide any additional con	nments on the information provide	ed in this section	
Please use this box to provide an ex	xplanation for missing data or addition	nal commentary	
Please press previous to go to 3l:	Transformation - Complaints		
Please press next to go to Section	1 4: Qualitative data		
Section 4: Resident feedb	oack		
Provide the following in relation to So	CDC's online feedback form about the	ne four day working week trial.	
4A: Online forms received by the	organisation that are positive, neg	ative or indifferent	
	Number	Percentage	
Positive	3	37.5 %	
Negative	2	25 %	
Indifferent	3	37.5 %	
Total	8		
4B: Number of complaints receive	ed on service delivery and whether	r these services are taking p	part in the trail
Service area	Is this service area taking part in the trial? (Y/N)		
Housing			
Finance			
	☐ No		
Shared Planning			
Shared Waste	✓ Yes		
Environment	<ul><li>No</li><li>✓ Yes</li></ul>		
	O No		
HR & Corporate Services			
Cultural and related services	<b>♥</b> Yes		
	O No		
Transformation			
Executive office	<b>⊘</b> Yes		
	☐ No		
4C: Methods of publicising feedba	ack form to residents, for example	, newsletters	
Published on our website https://w	vww.scambs.gov.uk/your-council-and	d-democracy/four-day-working	j-week-trial
4D: Provide details of all feedback	c or complaints received		

- 1. I think the Council is incredibly brave to instigate such a forward thinking initiative. I am a South Cambs resident and I have not noticed any reduction in service that I have received by the Council. This trailblazing project could pave the way for other organisations to do the same and its a great shame the government are not in support. Technology, AI etc has evolved so much since the introduction of the '5 day week' we need to all move with the times.
- 2. During the four day working week trial, it has now become the case that you no longer issue Planning Officer's direct numbers and even Customer Services staff do not have access to their direct telephone numbers in many cases. This means the only way of contacting staff is via email which is mostly ignored. Furthermore, when urgent matters arise, particularly on a Friday, it's impossible to get hold of staff or any of their Managers as it's their non-working day of the week. This isn't an acceptable service or maintaining the service that was in place prior to the 4 day working week trial.
- 3. Does the four day working week apply to all employees, even if they want to work 5 days? Also, do you operate any flexi time schemes in addition to the 4 day working week?
- 4. I believe it is a very innovative and forward thinking initiative. I'm surprised at the governments response to this, rather than see it for what it is. If this works, it could change the life's of any staff and beyond. I think you should keep going and i know there are South Cambridge residents that support this.
- 5. How has this been received by staff who are not able to take advantage of his opportunity. This could be seen as the equivalent of receiving a 20% pay rise and those who work on the front line and on shifts etc who do not receive this would perhaps look at this quite unhappily?
- 6. Reduce Council Tax by 20%
- 7. I'm a resident of CAMBOURNE and I just wanted to leave a comment about how much I respect what the Council is doing, I've seen a lot of negative press, however I feel this could pave the way for other employers to do the same! It's about time in 2023 that 4 day week is the norm in all employment sectors! 5 day weeks should be a thing of the past! I agree and support the council with their trial! Well done South Cambs Council!
- 8. How much has it cost the tax payer to purchase new refuse lorries? Also this trial has cost the taxpayer. What right did you have reducing the working week without asking the people who pay your bills?

#### 4E: Provide details of process for handling complaints

When completing this form, customers are asked if they wish to be contacted to address their comments. Where that is the case, responses are prepared by the team and agreed by a senior manager. If customers wish to make a formal complaint they are always dealt with through our standard complaints process.

Thank you for completing this survey. Please press Submit to submit this data

Please press previous to go to Section 3: SCDC KPIs