

# 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 **10th June 2024 - 16th June 2024**

## Section 1: Organisational data

### 1A and 1B: Number of staff

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.

#### 1 Service

 Confirm choice

#### 1A. Number of staff employed by the organisation

#### 1B. Number of temporary staff (temporary or agency)

Please use this box to provide additional information

#### 2 Service

 Confirm choice

#### 1A. Number of staff employed by the organisation

#### 1B. Number of temporary staff (temporary or agency)

Please use this box to provide additional information

#### 3 Service

 Confirm choice

#### 1A. Number of staff employed by the organisation

**1B. Number of temporary staff (temporary or agency)**

Please use this box to provide additional information

**4 Service**

Confirm choice

**1A. Number of staff employed by the organisation**

**1B. Number of temporary staff (temporary or agency)**

Please use this box to provide additional information

**5 Service**

Confirm choice

**1A. Number of staff employed by the organisation**

**1B. Number of temporary staff (temporary or agency)**

Please use this box to provide additional information

**6 Service**

Confirm choice

**1A. Number of staff employed by the organisation**

**1B. Number of temporary staff (temporary or agency)**

Please use this box to provide additional information

**7 Service**

Confirm choice

**1A. Number of staff employed by the organisation**

**1B. Number of temporary staff (temporary or agency)**

Please use this box to provide additional information

Click 'Add Another Line' to add another Team

Please press next to go to 1C: Total staffing costs

## 1C: Total staffing costs

Total staffing costs during the trial, broken down by service area taking part in the trial

## 1 Service

 Confirm choice

Environment

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 2 Service

 Confirm choice

Executive office

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 3 Service

 Confirm choice

Finance

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 4 Service

 Confirm choice

Housing

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 5 Service

 Confirm choice

Shared Planning

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 6 Service

 Confirm choice

Shared Waste

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

## 7 Service

 Confirm choice

Staffing costs - permanent and fixed term staff (£)

Staffing costs - agency staff (£)

Total staffing costs (£)

£

£

£ 0.00

Please use this box to provide additional information

Click 'Add Another Line' to add another Team

Please press previous to go to 1A and 1B: Number of staff

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

## 1D: Contracted hours for staff

For staff taking part in the trial, provide the number of contracted hours during the trial and the actual number of hours worked during the trial, broken down by working pattern

	Number of contracted hours for staff taking part in trial	Actual hours worked by staff participating in trial
Working pattern: Full time	<input type="text" value="37.00"/>	<input type="text" value="32.00"/>
Working pattern: Part time	<input type="text"/>	<input type="text"/>
Other working pattern:	Please specify details <input type="text"/>	

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

## 1E: Total number of days lost due to staff sickness

Total number of days lost due to staff sickness before the trial, broken down by service area taking part in the trial (include both permanent and agency staff)

## 1 Service

 Confirm choice

Number of days lost due to sickness per FTE

Please use this box to provide additional information

## 2 Service

 Confirm choice

Number of days lost due to sickness per FTE

Please use this box to provide additional information

3 **Service**

Confirm choice

Finance

**Number of days lost due to sickness per FTE**

0.12

Please use this box to provide additional information

4 **Service**

Confirm choice

Housing

**Number of days lost due to sickness per FTE**

0.05

Please use this box to provide additional information

5 **Service**

Confirm choice

Shared Planning

**Number of days lost due to sickness per FTE**

0.08

Please use this box to provide additional information

6 **Service**

Confirm choice

Shared Waste

**Number of days lost due to sickness per FTE**

0.34

Please use this box to provide additional information

7 **Service**

Confirm choice

Transformation

**Number of days lost due to sickness per FTE**

0.06

Please use this box to provide additional information

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 roles during the trial, broken down by service area taking part in the trial.

1 **Service** Confirm choice

Environment

**Total number of vacant roles**

4

**Total number of roles**

74

*Percentage*

5.405405405405405

4 %

Please use this box to provide additional information

2 **Service** Confirm choice

Executive office

**Total number of vacant roles**

0

**Total number of roles**

23

*Percentage*

0 %

Please use this box to provide additional information

3 **Service** Confirm choice

Finance

**Total number of vacant roles**

7

**Total number of roles**

74

*Percentage*

9.459459459459459

5 %

Please use this box to provide additional information

4 **Service** Confirm choice

Housing

**Total number of vacant roles**

15

**Total number of roles**

151

Percentage

9.933774834437086  
1 %

Please use this box to provide additional information

5 Service

Confirm choice

Shared Planning

Total number of vacant roles

21

Total number of roles

154

Percentage

13.63636363636363  
64 %

Please use this box to provide additional information

6 Service

Confirm choice

Shared Waste

Total number of vacant roles

14

Total number of roles

190

Percentage

7.3684210526315789  
%

Please use this box to provide additional information

7 Service

Confirm choice

Transformation

Total number of vacant roles

9

Total number of roles

104

Percentage

8.653846153846153  
8 %

Please use this box to provide additional information

Click 'Add Another Line' to add another Team

Please press previous to go to 1E: Total number of days lost due to staff sickness

Please press next to go to 1G: Percentage advertised roles successfully filled

### 1G: Detailed schedule of roles advertised

Provide a detailed schedule of all posts advertised for the previous 12 months by service area (Environment, Executive Office, Finance, Housing, Shared Planning, Shared Waste, Transformation).

For each role advertised, this should include:

- Role type
- Date the role was advertised
- Number of applications received
- Date staff were appointed
- Start date

Please upload your schedule of all posts advertised file using the select file button:

 1G - week 33.xlsx 39 KB

### 1H: Percentage of staff who left (turnover rate)

Percentage of staff who left during the trial (turnover rate), broken down by service area taking part in the trial

1 Department

Confirm choice

Environment

**Total number of leavers**

0

**Total number of employees**

70

*Percentage*

0.00 %

Please use this box to provide additional information

2 Department

Confirm choice

Executive office

**Total number of leavers**

0

**Total number of employees**

23

*Percentage*

0.00 %

Please use this box to provide additional information



3 Department

Confirm choice

Finance

**Total number of leavers**

1

**Total number of employees**

67

*Percentage*

1.4925373134328358  
%

Please use this box to provide additional information

4 Department

Confirm choice

Housing

**Total number of leavers**

0

**Total number of employees**

136

*Percentage*

0.00 %

Please use this box to provide additional information

5 Department

Confirm choice

Shared Planning

**Total number of leavers**

1

**Total number of employees**

133

*Percentage*

0.7518796992481203  
%

Please use this box to provide additional information

6 Department

Confirm choice

Shared Waste

**Total number of leavers**

0

**Total number of employees**

176

*Percentage*

0.00 %

Please use this box to provide additional information

7 Department

Confirm choice

Transformation

Total number of leavers

0

Total number of employees

94

Percentage

0.00 %

Please use this box to provide additional information

Click 'Add Another Line' to add another Team

Please press previous to go to 1G: Percentage advertised roles successfully filled

Please press next for: Additional commentary

1I: Number of staff who have claimed overtime

Provide the number of staff who have claimed overtime, broken down by each service area taking part in the trial

1 Service

Confirm choice

Environment

Total number of staff claiming overtime

Please use this box to provide additional information

2 Service

Confirm choice

Executive office

Total number of staff claiming overtime

Please use this box to provide additional information

3 Service

Confirm choice

Finance

Total number of staff claiming overtime

Please use this box to provide additional information

4 **Service**

Confirm choice

Housing

**Total number of staff claiming overtime**

Please use this box to provide additional information

5 **Service**

Confirm choice

Shared Planning

**Total number of staff claiming overtime**

Please use this box to provide additional information

6 **Service**

Confirm choice

Shared Waste

**Total number of staff claiming overtime**

Please use this box to provide additional information

7 **Service**

Confirm choice

Transformation

**Total number of staff claiming overtime**

Please use this box to provide additional information

Click 'Add Another Line' to add another Team

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

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

### 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

1A - This is a headcount of permanent and fixed term employees.  
 1A – The headcount for Housing includes 4 staff who opted out of the 4DW trial. The headcount for Shared Waste includes 2 staff who have opted out of the trial.  
 1A – Transformation also includes HR and Corporate Services; this is the case for all questions where the weekly data is to be provided by service area.  
 1A – Our current processes mean that for approximately the first 15 days of the month, HR data is input. For the next 15 days of the month, our Payroll team take additional actions based on our input. This means that HR flag people as leavers, but they do not technically “leave” according to the i-trent system until Payroll actions are complete.  
 1B - This is a headcount of temporary, casual, and agency staff  
 1B - Note - one employee can undertake more than one role  
 1C – Permanent and fixed term staff costs are calculated monthly via the payroll process which includes calculations of National Insurance, Pension,

allowances, overtime etc. This figure is calculated monthly and therefore data cannot be provided for individual weeks. The total costs for each month are provided as soon as the data is available.

1C - Agency staff costs are calculated monthly as part of our monthly accounting processes. The total costs for each month are provided as soon as the data is available.

1D – Contracted hours for staff – no hours have contractually changed during this trial. The expectation is that from 1st April 2024 all staff work 86.5% of their contracted hours. Full time hours = 37, anticipated working hours = 32

1D - Working pattern Part Time - hours vary between 8.75 - 35 hours per week. Actual hours worked are expected to be 80% of those contracted hours, which remain unchanged.

1E - This has been calculated on working pattern in i trent which for all staff in the trial is 4 days per week.

1E - Days sickness per FTE are calculated using number of days sickness absence in the service area per week divided by number of full time equivalents in the department – note absence data for this week period may change after submission date if further updates to cases are made in i-Trent.

1G - Job title is provided as we do not categorise roles. For roles recruited prior to Sept 2023 we do not have exact dates advertised and have instead provided month and year. We have interpreted date staff appointed as the date the applicant was verbally offered the role and the start date as the day they commenced employment. Please note for driver and loader vacancies some of the adverts were rolling adverts where candidates may have been interviewed and appointed prior to the official closing date - these jobs may have reopened again very shortly afterwards. Where multiple roles were advertised we have identified these using 'M' in column A so multiple roles are shown advertised in one vacancy. This data spreadsheet includes both internal and external vacancies and appointments.

1I – 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**

2A 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 Total Calls 2024-06-10 - 2024-06-16.xlsx	15 KB
SCDC Call Logs 2024-06-10 - 2024-06-16.xlsx	295 KB
No attachment.	

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

22.80

**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 Week 33_100624-160624.xlsx	17 KB
No attachment.	

Please use this box to provide additional information

2A logs of emails including outcomes - 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**

2B & 2C: Forecast/Actual Revenue and Capital Spend

1 **Service**

Confirm choice

Environment

**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.

**2 Service**

Confirm choice

Executive office

**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

**3 Service**

Confirm choice

Finance

**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

**4 Service**

Confirm choice

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

**5 Service**

Confirm choice

Shared Planning

**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

**6 Service**

Confirm choice

Shared Waste

**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

**7 Service**

Confirm choice

Transformation

**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

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

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

Average number of days to process new Housing Benefit claims:

13.00

Total number of new Housing Benefit claims:

14

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

Average number of days to process new Council Tax Support claims:

7.00

Total number of new Council Tax Support claims:

20

----- Housing Benefit change events -----

Average number of days to process new Housing Benefit change events:

13.00

Total number of new Housing Benefit change events:

112

----- Council Tax Support change events -----

Average number of days to process new Council Tax Support change events:

5.00

Total number of new Council Tax Support change events:

554

----- Undisputed invoices -----

Number of undisputed invoices paid within 30 days:

366

Total number of undisputed invoices:

369

Percentage undisputed invoices paid within 30 days:

99.1869918699186992 %

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 (£):

£ 469,803.00

Total housing rent due (£):

£ 743,246.00

Percentage housing rent collected:

63.209623731577432 %

#### ----- Business rates -----

Total business rates collected (£):

£

Total business rates due (£):

£

Percentage business rates collected:

%

#### ----- Council tax -----

Total council tax collected (£):

£

Total council tax due (£):

£

Percentage council tax collected:

%

Please use this box to provide additional information

3B – Revenues – Housing rent - housing rent is due weekly; there are two direct debit payment cycles on 1st and 15th each month - these payments are for the month in which the amounts are due so the large majority is advance payments. The collected figures include Housing Benefit.  
3B Business rates and council tax are not due weekly, and monthly data is provided when available after month end. The data provided is cumulative to date as at each month end.

Please press previous to go to 3A: Finance - Benefits

Please press next to go to 3C: Greater Cambridge Planning services - Development management

### 3C: Greater Cambridge Planning services - Development management

#### ----- Major planning applications -----

Number of major applications including Public Service Infrastructure Developments:

- determined within 8 weeks

0

- determined within 8-13 weeks

0

- with an associated planning agreement (e.g. extension of time) that were decided on time

2

Total number of major applications including Public Service Infrastructure Developments decided upon:

- delegated decisions

0

- non-delegated decisions

2

Total

2

Percentage of major applications determined within 13 weeks or agreed timeline:

100.00 %

Number of major applications including Public Service Infrastructure Developments received:

1

----- Non-major planning applications -----

Number of non-major applications including change of use and householder developments:

- determined within 8 weeks

30

- determined within 16 weeks (EIA)

0

- with an associated planning agreement (e.g. extension of time) that were decided on time

10

Total number of non-major applications including change of use and householder developments decided upon:

- delegated decisions

38

- non-delegated decisions

3

Total

41

Percentage of non-major applications determined within 8 weeks or agreed timeline:

97.5609756097560976 %

Number of non-major applications including change of use and householder developments received:

37

----- Householder planning applications -----

Number of householder development applications:

- determined within 8 weeks

23

- determined within 16 weeks (EIA)

0

- with an associated planning agreement (e.g. extension of time) that were decided on time

4

Total number of householder planning applications decided upon:

- delegated decisions

24

- non-delegated decisions

3

Total

27

Average time to determine validated householder planning applications (weeks):

7.62

Number of householder planning applications received:

22

----- 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 appeals against non-major planning permission refusal allowed:

0

Total number of appeals against non-major planning permission decided upon:

1

Percentage of appeals against non-major planning permission refusal allowed:

0 %

----- 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:

2

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:

0 %

**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 3B: 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:

6.15

Number of land charge searches:

62

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

### 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

### 3F: Housing

Total number of completed customer satisfaction surveys with a score of 7 and above:

21

Total number of customer satisfaction surveys completed:

25

Percentage of tenants satisfied with responsive repairs:

84 %

**Total number of responsive repairs:**

349

**Average days to re-let all housing stock:**

42

**Number of emergency repairs completed within 24 hours:**

84

**Total number of emergency repairs:**

84

**Percentage of emergency repairs completed in 24 hours:**

100.00 %

Please use this box to provide additional information

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

**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:**

1

**Total number of public hybrid meetings:**

1

**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:**

1,802

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

1,103

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

61.2097669256381798 %

**Number of bins collected on time:**

181,368

**Total number of bins collected:**

181,576

**Percentage of bins collected on time:**

99.8854474159580561 %

Please use this box to provide additional information

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

**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:**

10

**Percentage of formal complaints resolved within timescale:**

90 %

Please use this box to provide additional information

**Please press previous to go to 3H: Shared Waste and Environment**

**Please press next to go to 3J: Transformation - Contact Centre**

### 3J: Transformation - Contact Centre

**Number of calls to the contact centre resolved first time:**

1,849

**Total number of calls to the contact centre:**

2,531

**Percentage of calls to the contact centre resolved first time:**

73.0541288028447254 %

**Total number of calls to the contact centre that are answered:**

2,420

**Total number of calls to the contact centre:**

2,531

**Percentage of calls to the contact centre that are answered:**

95.6143816673251679 %

**Average call answer time (seconds):**

60.0

Please use this box to provide additional information

Please press previous to go to 3: Transformation - Complaints

Please press next to go to 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 3: Transformation - Complaints

Please press next to go to Section 4: Qualitative data

## Section 4: Resident feedback

Provide the following in relation to SCDC's online feedback form about the four day working week trial.

### 4A: Online forms received by the organisation that are positive, negative or indifferent

	Number	Percentage
Positive	<input type="text" value="0"/>	<input type="text" value="%"/>
Negative	<input type="text" value="0"/>	<input type="text" value="%"/>
Indifferent	<input type="text" value="0"/>	<input type="text" value="%"/>
Total	<input type="text" value="0"/>	

### 4B: Methods of publicising feedback form to residents, for example, newsletters

4B Published on our website <https://www.scams.gov.uk/your-council-and-democracy/four-day-working-week-trial>

### 4C: Provide details of all feedback or complaints received

Nil return

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

4D 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