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# OxLEP to adopt the four-day working week on a six-month pilot scheme.

Further details for Oxfordshire's business community.

# Key dates of the pilot scheme.

We would like to share with you the key dates in relation to OxLEP taking part in the four-day working week pilot scheme.

Please see below:

Key activity:	Date:
Public announcement of pilot scheme	8 March 2023
Commencement of pilot scheme	1 April 2023 (operational from 3 April)
End of the pilot scheme	30 September 2023

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# Answering your key questions...

OxLEP to adopt the four-day working week on a six-month pilot scheme.

# Why are you taking part in this trial?

- We are taking part in a six-month trial of the four-day working week to further understand if it can support our 'employer of choice' ambitions and – in so doing – improve our staff retention, recruitment and maintain our operational capacity and efficiency.
- By taking this approach, we will be firmly putting the wellbeing for our workforce front and centre of everything we do.
- We are also building upon the successful implementation of our home-based digital working platform.
- Our trial will see staff move to a 30-hour working week over four days, down from 37 hours per week. It is not about doing more work in less time, but a cultural and operational shift, maintaining efficiency whilst working smarter.

# Are you expecting colleagues to experience better wellbeing outcomes?

- We believe that by taking part in a four-day working week pilot scheme (supported by a motivated and engaged workforce), we will be able to fully-monitor the impacts of this approach, particularly in relation to our team's wellbeing, as well as better understanding what strong work-life balance really means to our colleagues.
- We believe this approach will support a continued improvement in the wellbeing of our staff, resulting in a healthy and motivated workforce better able to respond to the challenges of a post-pandemic environment.
- We also want to be a progressive employer – this approach underpins that ambition and reflects an emerging trend globally of realising the potential of individual and corporate capacity.

# What will the pilot scheme mean for your stakeholders and clients?

- We understand that this change may raise concern about our ability to support stakeholders and businesses.
- We believe an optimised approach through a four-day working week will maintain service delivery, offer focused interventions and maximise the use of technology to provide ‘wrap-around’ support.
- It is worth noting – over the past 18 to 24 months – we have invested, and will continue to invest in our digital platforms, ensuring that businesses requiring support are triaged and signposted accordingly.
- We have a strong track record of supporting our business community at critical times. We want to continue this and will work with businesses to develop and adapt effective support programmes.

# How ‘forward-thinking’ really is this change in working arrangements?

- Embracing new and innovative ways of working is something that we have historically encouraged our business community to do – we are therefore pleased to be trialling this approach and will highlight its effectiveness to Oxfordshire businesses.
- It was this spirit of innovation that saw us transition through the Covid-19 pandemic to a digital, home-based platform that has proved successful for OxLEP over the past two years – this is very much an extension of this approach.
- The adoption of the four-day working week trial and embracing this new way of working is further commitment to supporting our ambition of being an ‘employer of choice’, strengthening ability to retain staff and be competitive in our recruitment.

# Can the trial support better recruitment and retention at OxLEP?

- Like many organisations operating in the current economic climate, retaining good staff is key to our success. We believe that trialling a four-day working week can support our retention and help to attract talented people to OxLEP.
- As stated previously, the move towards adopting the four-day working week trial is part of a range of measures that we have put in-place to support our ambition of being an ‘employer of choice’.
- Other measures include; home based/flexible working, access to an employee assistance programme, training and development, as well as volunteer days, flexi-time and a generous company pension scheme.

# What does this mean in the context of OxLEP being part-public funded?

- As an organisation that receives modest public-funds to support our activity, we recognise that this comes with an expectation that we can offer good value for money for our business community.
- We believe that a move to a four-day working week will allow us to be more targeted with a ‘delivery-focused’ outcome-based approach.
- We are confident that our customers will see optimised service delivery and flexibility in all we do, offering excellent value for money.
- More widely, current labour market experience and trends indicate a highly-competitive environment. Potentially losing colleagues from OxLEP – which is made up of small, specialist teams – would have a negative impact on our work and would take-up time and resources.

# How will you monitor the pilot scheme and its potential implementation?

- During the pilot scheme, we will work with colleagues, our Board and key stakeholders to understand how effective it has been at meeting our ambitions and objectives, as well as whether it would be right to move to a four-day working week on permanent basis.
- To support our trial, we are pleased to be working with 4Day Week Global. They are not-for-profit organisation that provides a platform and support for companies committed to operating within a four-day working week framework.
- Through this support from 4Day Week Global and via consultation with staff and stakeholders, we will analyse our experience of the pilot scheme and aim to understand what a potential permanent change would evolve into.

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# Is your company considering or already operating within a four-day working week?

We would like to hear about your experiences.

Please share your views with your contacts at OxLEP.

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**Thank you for your support.**

Please visit [www.oxfordshirelep.com](http://www.oxfordshirelep.com) for further updates and information.