

SOUTHWATER PARISH COUNCIL

JURY AND WITNESS SERVICE POLICY



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Approved Date:	Full Council Meeting– 29th Nov 2017
Approval Minute:	F61/11/17
Reviewed:	September 2024

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1. Purpose and When the Policy applies

The purpose of this policy is that the Council considers the release of staff to attend Jury Service. This policy applies to all staff and volunteers.

2. Principles of the Policy

The Parish Council wishes to regulate the consideration given to staff and volunteers attending Jury service but so that any requirement also meets the needs of the Council's business.

3. Eligibility

All employees and volunteers may be requested to attend for Jury Service (age restrictions do apply).

4. Jury Service

When you receive a Summons for Jury Service it is usually for a period of at least 10 working days. The Parish Council is required to release you from work for this period unless, there are specific business reasons for you not being able to attend which you would need to specify when you respond to the Jury Summons. If you can attend for Jury Service for the period specified or re-negotiated, you should make your Line Manager aware of the dates.

5. Process to be Adopted

- Inform your Line Manager that you are summoned for Jury Service and discuss the implications regarding the proposed absence from work and whether this meets the Parish Council's business needs.
- Respond to your Jury Summons, either confirming acceptance or specifying the reasons why you are unable to attend.
- Once you have responded with your agreement you will receive confirmation of the start date of Jury Service together with the following:
 - Confirmation of Jury Service letter
 - Certificate of Loss of Earnings or Benefit (Jury Service)
- Agree arrangements for cover with your Line Manager and work colleagues.
- Give a copy of the Confirmation of Jury Service letter to your Line Manager.
- Provide to the Parish Office, copies of the Confirmation of Jury Service letter and the Certificate of Loss of Earnings or Benefit (Jury Service).

6. Certificate of Loss of Earnings or Benefit

The Parish Council's Office will complete the Certificate of Loss of Earnings or Benefit (Jury Service) and return this to you in advance of the Jury Service.

7. What should you take with you when attending Jury Service?

- On your first day of Jury Service you should take with you the following:
 - Pages 1 and 2 of your Jury Summons.
 - Identification
 - Take the fully completed Certificate of Loss of Earnings or Benefit (Jury Service) and,
 - Complete an Expense Sheet which will be provided by the Court service.

8. At the end of Jury Service

At the end of your Jury Service, the Court will pay your salary and travel and subsistence expenses (for the duration of the Jury Service, which may be more or less than 10 days) into your bank within five working days.

9. Remittance Advice

Send a copy of your Remittance Advice, to the Parish Office.

10. Salary paid by the Jury Service

As your salary for the duration of the Jury Service will have been paid by the Courts, the amount on your remittance (excluding expenses for travel, subsistence etc) will be deducted off your next pay slip.

11. Where to find advice about Jury Service

You may find information about your duties as a juror or simply wish to find out about what will be required of you, please check online: <http://www.cjonline.gov.uk/juror/>

12. Witness Attendance

If you are summoned as a witness to give evidence in Court for a crime you have witnessed the Parish Council will release you from work for the required period because you are fulfilling a public duty. If attendance at Court is for a short period of time (up to five days) the Parish Council will continue to pay your salary. If you are required to be absent from work for more than five days your salary may not be paid by the Parish Council, and you may be able to claim loss of earnings and other expenses through the Court system. In this

instance you should ask for a claim form from the CPS representative or Court staff when you attend Court Jury Service and Witness Attendance.

13. Process to be Adopted

You should contact the Executive Officer who will advise you whether your salary will be paid as normal, or whether you will need to claim for loss of earnings through the Court.

You should inform your Line Manager that you have been summoned to attend the Court as a witness and discuss the implications regarding your absence from work. Your line Manager may request to see the letter with details of your Court attendance.

14. Where to find advice about Witness Attendance

You may find information about your duties as a Witness or simply wish to find out about what will be required of you, please check online: <http://www.cjonline.gov.uk>.