



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Court Attendance

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Court Attendance
Owner	Human Resources
Version	1.0
Date of implementation	1 February 2023

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
CDC Personnel Committee	31 January 2023

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District Council.

DATE FOR REVIEW

No later than 1st February 2026 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

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Cherwell District Council's Court Attendance Policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

This policy does not form part of any contract of employment or other contract to provide services, and the Council may amend it at any time

1 If you are selected for jury service

Trial by jury is a key part of our legal system and our democratic way of life. A jury is made up of twelve members of the public, randomly selected using the electoral register. Jury service usually lasts for ten days, but some trials take longer. Jurors are usually warned in advance if a trial is expected to last a long time.

If you are selected for jury service, you will be sent:

- a jury summons form
- a confirmation of jury service letter
- a certificate of loss of earnings
- confirmation of the allowances you can claim

The jury summons form tells you the time and date you need to be at court. You must complete and return this form to the Jury Central Summoning Bureau within seven days of receipt to confirm your attendance. You will then be sent details of how to get to the court and what to expect once you are there.

Prior to doing this you should pass the confirmation of jury service letter to your line manager. You will be granted leave of absence unless your absence would have a highly detrimental impact on service delivery in which case you may be asked to request a deferral.

2 Asking to do jury service at a later date

In some circumstances, you may be able to defer your jury service. If requesting a deferral, you must state the reason on the jury summons form. You must also state when you would be available for jury service during the next 12 months. You can only defer jury service once in the 12-month period.

3 Loss of earnings

When serving as a juror you should claim the allowance for loss of earnings to which you are entitled under the Jurors' Allowances Regulations currently in force. CDC will then arrange for you to be paid your usual salary minus the allowance claimed.

To claim your loss of earnings you will need to complete the certificate of loss of earnings which confirms your daily rate of pay. The payroll team will be able to assist with the completion of this certificate which should be handed to the Court officials on your first day of jury service.

You are also able to claim for travel and food expenses from the court. On your first day, the jury manager will explain how to claim your expenses.

4 Payment from the court

It is essential you keep a record of costs, e.g., car park receipts, and send them in with your claim. If you are unsure what should be submitted with your claim form you should contact the court. The court normally transfers your allowance claim money direct into your bank account within seven to ten workings days after submitting your claim.

5 If you are called to court as a witness

If you are called to court as a witness, you will need to provide proof of this to your line manager to confirm the time you will be taking away from work. As with jury service, you are entitled to claim for loss of earnings, and you will be paid your usual salary minus this figure.

6 If you need to attend court as a defendant

If you need to attend court as a defendant, you will need to provide proof of this to your line manager to confirm the time you will be taking away from work. You will **not** be paid for your time away from work if you are convicted of an offence.

7 Time recording

Please ensure any time absent is appropriately recorded on iTrent.

You may find that on arrival at the court you are not required on that day. In such circumstances you should be prepared to return to your usual role at CDC.