



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Court Attendance

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council
Policy title	Court Attendance
Owner	Human Resources
Version	2.0
Date of implementation	05 March 2026

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	04 March 2026

DOCUMENT DISTRIBUTION

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

DATE FOR REVIEW

No later than 01 March 2029 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision
2.0	04/03/2026	Three-year scheduled review.

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1 Scope

- 1.1 This policy applies to all employees of Cherwell District Council. It does not apply to agency workers, consultants, contractors, volunteers, or interns.
- 1.2 This policy does not form part of any contract of employment, and the Council may amend it at any time.

2 Introduction

- 2.1 Cherwell District Council recognises that employees may be required to attend court for various reasons, such as jury service, acting as a witness, or appearing as a defendant. This policy outlines the Council's approach to supporting employees in fulfilling these legal obligations.

3 Jury Service

- 3.1 Trial by jury is a key part of the UK 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 can take longer. Jurors are usually warned in advance if a trial is expected to last a long time.
- 3.2 If you are selected for jury service, you will be sent a:

a) Jury summons (notice)

- A formal letter from the Jury Central Summoning Bureau detailing:
 - your juror number
 - court location
 - reporting date and time
 - return options (online or postal) and the deadline

b) Reply to summons form

- Requires your confirmation of attendance or request for deferral
- Must be returned within the specified timeframe (typically within 7 days)

c) Juror information booklet

- Containing guidance on:
 - eligibility criteria
 - what to bring to court (e.g. photographic ID)
 - how the jury process works
 - travel, food and other allowances

d) Form for loss of earnings (Form 5223D)

- To be completed by both the employee and employer before taking to court (see section 3)

e) Allowances and expenses information sheet

- Details the amount you can claim for:
 - loss of earnings
 - travel (public transport or mileage)
 - subsistence

3.3 The jury summons (notice) should be shared with your line manager without delay. 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.

4 Asking to do jury service at a later date

4.1 In some circumstances, you may be able to defer your jury service. If requesting a deferral, you must state a clear and specific reason on the reply to summons form.

4.2 You must also propose three alternative dates when you would be available for jury service within the next 12 months. You can only defer jury service once per summons.

5 Loss of earnings

5.1 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. The Council will then arrange for you to be paid your usual salary minus the allowance claimed.

5.2 To claim your loss of earnings you will need to complete the form for loss of earnings (Form 5223D) which confirms your daily rate of pay. Payroll will be able to assist with the completion of this form which should be handed to the court clerk on your first day of jury service.

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

6 Payment from the court

6.1 It is essential you keep a record of costs, e.g., car park receipts, and submit these with your expense claim form. This can be handed to the court clerk on your final day or sent afterwards using the court contact details provided on the form.

6.2 If you are unsure what should be submitted with your claim form you should speak to the court clerk.

6.3 You should expect reimbursement, directly into your bank account within seven to ten working days after submitting your claim.

7 Witness attendance

7.1 If you are called to court as a witness, you will need to provide evidence of this to your line manager to confirm the time you need to take away from work.

7.2 As with jury service, you are entitled to claim for loss of earnings, and you will be paid your usual salary minus this figure.

8 Defendant attendance

8.1 If you need to attend court as a defendant, you will need to provide evidence of this to your line manager to confirm the time you need to take away from work.

8.2 To attend court as a defendant you will need to use annual leave or request unpaid leave.

8.3 There is no entitlement to claim for loss of earnings from the court.

9 Time recording

9.1 Please ensure any absence is appropriately recorded on iTrent.

9.2 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 the Council.