

**JURY SERVICE POLICY**

(This Policy was reviewed by the full Council at its AGM held on 15 May 2024, minute 20/24-25)

Please be aware that the Town Council have considered the issue of Jury Service and have agreed the following policy;

Any members of staff that are selected for jury service will be paid their usual salary up to a maximum of 10 days (pro-rata) of jury service. After this time, you would be required to claim the allowances available via the HM Courts & Tribunals Service (details of which would be supplied by the HM Courts & Tribunals Service when they send the "Confirmation of Jury Service" letter). Any member of staff that serves as a juror will need to obtain a certificate of attendance from the jury manager at the court when they have been discharged from jury service.

