



CTC JURY SERVICE POLICY AGREED AT ITS FULL COUNCIL MEETING ON 7 NOVEMBER 2017

1 Staff Members' contracts previously stated:

“14.3 Any additional leave not covered by other paragraphs herein (e.g. jury service) shall be granted at the discretion of the Council, where appropriate”.

2 Following a jury summons for a staff member in Autumn 2017, Costessey TC resolved on 5 September that Costessey TC should have a standard Policy:
To pay staff as normal, with the staff member to reimburse the Council the monies paid by Court.

3 This is to avoid a staff member being in financial difficulties as a result of Jury Service.

4 Costessey TC will issue a letter to the staff member, stating the amount of wages / allowances lost as a result of serving on a Jury for submission to the Court. An agreement will be signed by the staff member and the Bank signatories (as per the mandate) to re-imburse the Town Council with the monies received. Proof will be required of the allowance paid by the Court.

5 The staff member shall agree that the Council will be reimbursed through the payroll within 60 days of receiving the Jury payment.