

FOI 3830

3rd July 2026

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST

- 1. Firstly, please provide a copy of the current policy that the Trust have in relation to Jury Service and salary payments.**

Response: Below extract from Time off Work Policy

19.0 JURY SERVICE

19.1 Staff members who are required to undertake jury service must be granted paid time off work to attend. Staff members must claim this from the Court Service and reimburse the amount to the Trust.

19.2 If the staff member is notified to report for jury service and is subsequently not required it is expected that they will return to work.

19.3 The staff member should inform their manager at the earliest opportunity and must keep their line manager informed as to the likely duration of the absence.

19.4 The staff member must also provide to their manager the relevant court papers requesting their attendance.

19.5 Travel and subsistence must be claimed from the Court Service by the staff member.

For the last four years and up until the date this request is dealt with, I wish information relating to the following:

- 2. The number of Jury Service requests made to the Trust broken down by band and whether they are Trust, Bank or Agency staff.**

Response:

Across the last 4 financial years; 22-23, 23-24, 24-25 & 25-26, a total of 33 staff are recorded on HRPTS as being on Jury Service.

Band 2	5
Band 3	13
Band 4	5
Band 5	2
Band 6	3
Band 7	3
Band 8A	2
Total	33

These 33 staff are Trust employees.

2a) The number of staff that took part in Jury service during this period and how this leave was categorised i.e. "special leave".

Response: 33 Trust employees.
Recorded as Absence Type: Jury Service

As the staff member can forward a loss of earnings to the Court, subsequently claim this allowance and upon reimbursement, forward it back to the Trust please detail the following -

There is no reclaim of earnings between government bodies.

Employees are paid directly by their employer.

Employees can claim from the court other associated costs e.g. traveling expenses, meal allowance and childcare cost if applicable.

3) The total amount of salary paid to Staff on jury Service

Response: £15,242.27

4) The number of Certificates of Loss Earnings completed by HR/Payroll

Response: 0

5) The number of these Certificates of Loss Of Earnings submitted to the Court

Response: 0

6) The total amount paid back to the Trust on the back of these claims

Response: £0.00

7) If there is any discrepancy in money paid to the staff member and the amount paid back to the Trust, please detail the total amount and reasons of this

Response: N/A No monies is required to be recouped and paid back to trust

8) Please detail the Trusts position in relation to ensuring the claiming of this money by the staff member and its payment back to the Trust

Response: N/A No monies is required to be recouped and paid back to the Trust.

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END