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MELKSHAM WITHOUT PARISH COUNCIL

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Monday 11th December 2023

To all members of the Council **Staffing Committee**: Councillors: Alan Baines, John Glover (Chair of Council), David Pafford (Vice-Chair of Council), Robert Shea-Simonds and Shona Holt

You are summoned to attend the Staffing Committee Meeting which will be held on **Monday 18th December 2023 at 7.00pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>

Or go to www.zoom.us or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**
Passcode: 070920. Instructions on how to access Zoom are on the parish council website www.melkshamwithout.co.uk. If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

To access the agenda online please scan the below QR code.

YOU CAN ACCESS THE AGENDA PAPERS HERE

Yours sincerely

Teresa Strange, Clerk



AGENDA

Serving rural communities around Melksham

1. **Welcome, Announcements and Housekeeping**
2. **To receive Apologies and approval of reasons given**
3. To receive **Declarations of Interest**
4. **To consider holding items in Closed Session to confidential nature** Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (**Agenda items 9,10 & 11**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted
5. **Public Participation**
6. **Health and Safety:** To note any Health and Safety matters occurring since the last meeting (standing item as per the health and safety policy).
7. **Office Accommodation:**
 - a) To note correspondence received from Wiltshire Council regarding the car parking arrangements due to be implemented at the Campus from 8th January 2024 and consider parking arrangements for staff.
 - b) To receive feedback from Melksham Community Campus fire evacuation training
 - c) To note office closedown dates for the Christmas break.
8. To note staff member summoned to undertake Jury service and consider the implications.
9. To review current workload levels.
10. To consider any feedback received to date on revised staff contract consultation (deadline midday Friday 22nd December)
11. To consider scale point reviews for all staff following appraisals. (*deferred from Staffing Committee 30th October*)

Copy to: All Councillors



Frequently asked questions

How long does jury service last?

Jury service usually lasts 2 weeks but may be longer. If a trial is likely to last longer than 2 weeks, jurors will be asked at court if this will cause problems for their job.

Do I have to pay my employee during jury service?

It's your choice whether to pay them or not during jury service. You have 3 options:

- pay your employee their full earnings during jury service (you cannot claim this back from the court)
- not pay them anything – they can claim loss of earnings from the court of up to £64.95 a day for the first 10 days
- alternatively, you could let them claim loss of earnings from the court but give them a top up payment to make up any difference between the loss of earnings maximum rate and their full pay

If I pay my employee during jury service, can I claim this back from the court?

No, you cannot claim this back as an employer. Only a juror can claim loss of earnings due to jury service and only if their employer does not pay them during this time.

Will the court pay for someone to temporarily cover my employee's duties whilst they are on jury service?

No. The court does not pay compensation to employers. However, your insurance might provide for an employee's absence for jury service.

Can I ask my employee to change the dates of their jury service or to be excused?

Your employee has been summoned to be a juror and you must allow them time off to complete jury service. However, they can ask to change the dates (defer) for work reasons. They can only change the dates once and they must complete jury service within 12 months of the original date they were asked to serve.

You must not discriminate against your employee for going on jury service. If you dismiss them for serving, they could take you to an employment tribunal.

What counts as net daily earnings?

This is the amount the employee takes home after you've deducted income tax, National Insurance (NI) and all other deductions.

Should I still pay an employee's income tax, NI and pension during jury service?

Yes, if their gross pay, including any statutory pay (such as sick pay) is above the earnings threshold. It's unlikely that income tax, NI or pensions will be affected by jury service unless your employee serves on a very long trial.

Can my employee continue to work night shifts or weekends?

Jurors must be fit and alert to carry out jury service. They should not be made to work night shifts before they are due in court.

Does my employee have to come back to work early if their jury service is less than 10 working days?

The employee should return to work for either half days (up to 4 hours) or full days when they're not needed at court.

However, we accept this is not always practical for you. For example, if you've arranged temporary cover that you cannot cancel at short notice.

Can I find out how many days my employee actually served as a juror?

Yes – ask your employee to get a certificate of attendance from the jury manager at the court when they're discharged from jury service.

More information

www.gov.uk/jury-service

www.gov.uk/giving-staff-time-off-jury-service

[Home](#) > [Employing people](#) > [Statutory leave and time off](#)

Giving staff time off for jury service

Contents

- — [Overview \(/giving-staff-time-off-jury-service\)](#)
- — Paying staff on jury service

Paying staff on jury service

You don't have to pay staff while they're doing jury service, but many employers do.

If you pay your employee

If you carry on paying your employee, work out the tax and National Insurance contributions in the normal way.

You can't claim back money you've paid the employee or that the business has lost during the jury service.

If you don't pay your employee

If you don't pay your employee, they can claim a loss of earnings allowance from the court.

You'll need to fill in a certificate of loss of earnings for your employee. They'll get one with their jury service letter.

Related content

[Giving staff time off for magistrate duty \(/giving-staff-time-off-for-magistrate-duty\)](#)

[Apply for financial help for an employee tax refund \(/payroll-funding\)](#)

If their jury service lasts longer than 3 months, put 'Yes' in the 'Irregular payment pattern indicator' field in your Full Payment Submission (FPS).

If you top up their allowance

You may decide to top up your employee's allowance so they don't lose out on pay.

You'll need to fill in a certificate of loss of earnings for your employee. They'll get one with their jury service letter.

To work out the top-up payment, subtract the court allowance from your employee's usual take-home pay. This will give you the amount you need to give your employee.

Use your payroll software to work out the 'net to gross' amount, and deduct tax and National Insurance from it.

When your employee returns to work

An employee on a cumulative tax code may have some unused Personal Allowance when they return to work.

Your payroll software will work out if they have less tax to pay on their next payday, or if they're entitled to a tax refund.

[Apply to get help \(/payroll-funding\)](/payroll-funding) if you can't pay for this yourself.

← [Previous Overview \(/giving-staff-time-off-jury-service\)](/giving-staff-time-off-jury-service)

[View a printable version of the whole guide \(/giving-staff-time-off-jury-service/print\)](/giving-staff-time-off-jury-service/print)

Explore the topic



Claim for loss of earnings during jury service

Only use this form if you're an employee and your employer is not paying you during jury service.

We can reimburse you up to £64.95 per day for loss of earnings during the first 10 days of jury service. For longer trials, check the rates on the allowances sheet or at www.gov.uk/jury-service.

When this form is completed, bring it with you on your first day of jury service

1. Your details

1.1 Your full name

1.2 Your juror number

1.3 Your employer's company name

1.4 Your job title

1.5 Employer's address

Building and street

Second line of address

Town or city

County (optional)

Postcode

Your employer must complete this section

Enter your staff member's net daily earnings

Enter their net earnings for each day they work over a typical 2 week period. Net daily earnings means the amount they take home after income tax, National Insurance and all other deductions.

	Week 1	Week 2
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

For weekends or bank holidays, the court is closed and we cannot reimburse your employee for these days.

If your employee is not required to attend court will they be able to return to work?

For a full day Yes No

For a half day Yes No

Before the end of the 2 weeks Yes No

Employer declaration

I confirm that the information I've given is correct. I also understand that I may be prosecuted if I've given false or misleading information.

Signature

Find guidance for employers on GOV.UK
www.gov.uk/giving-staff-time-off-jury-service

Print your name

Date

Day

Month

Year

Your job title

Phone number

We may contact you to check details about your employee's earnings

Email address