

## **Employment: Process and Fees**

### Key Stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation with ACAS as this is mandatory to explore whether a settlement can be reached;
- Preparing a claim or a response
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- preparing or considering a schedule of loss
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or witness list
- Preparation and attendance at Final Hearing, including instructing your barrister

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

### Fees

Please see the employment section of our website to see who will likely be handling your matter.

We offer an initial fixed fee consultation lasting up to an hour and a half for £200 + VAT with a Partner. Initial meetings held with an Associate or Solicitor will be charged on an hourly rate basis.

We work on the basis of the following hourly rates:

Partner: £235 - £275 + VAT per hour

Associate: £175 + VAT per hour

Solicitor: £150 + VAT per hour

The total cost will depend on the complexity of the case, which will be discussed at the outset, and a cost estimate provided. There is also an Electronic ID fee of £5.00 plus VAT per person if needed.

If a case is considered to be complex, this will be discussed. Some of the factors that make a case more complex are:

- the number of witnesses and documents
- if it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- cases involving whistleblowing
- cases where there is an element of discrimination to the unfair or wrongful dismissal such as sex or disability discrimination
- where documents need to be translated and where a translator is needed at any hearing

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Barrister's fees. We will discharge the disbursements on your behalf but ask that these are paid when requested and in advance as they must be paid when they fall due.

There are no fees currently payable to a Tribunal for issuing a claim or for attending a final hearing. Barrister's fees will depend on the level of experience, the length of the hearing, and the circumstances of the case. An estimate will be obtained on this basis. The barrister will charge for attendance at a Tribunal Hearing as well as preparation for the case.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 1-2 months. If your claim proceeds to a Final Hearing, your case is likely to take 3-6 months. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Please see HMCTS information sheet about making a claim to an employment tribunal

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