

Tribunal Costs information.

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Our Employment Team advise and represent clients on a range of employment related matters. This includes initial advice, right through to preparing your claim and representing you at a Tribunal Hearing. The level of costs involved in your matter will depend upon the level of support required, and the complexity of your employment matter.

Some cases may be resolved quite quickly, for example where the Parties wish to settle or resolve the dispute. These matters can take 1 – 2 weeks. However, where matters cannot be resolved and litigation is required it can take a number of months, and sometimes 1 – 2 years for a matter to reach conclusion in very complicated claims). This is just an estimate, and we will be able to give you a more accurate estimate once we have more information from you, and as your matter progresses.

If you are a member of a Trade Union we would recommend you seek free advice from your union (as you have already paid your subscription fees you are usually entitled to employment advice through your Trade Union). Alternatively, you may be entitled to Legal Aid (if your case involves a claim of discrimination) or you may have Legal Expenses insurance that would cover you for the fees.

The following are common key stages in employment matters:

- Taking your initial instructions, reviewing the papers and advising you on merits of your case, and likely compensation (this is likely to be revisited throughout the matter and subject to change);
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing Claim Form or 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 (a document setting out the amount that the Claimant would like the tribunal to award to them).
- Preparing for (and representing you at) a Preliminary Hearing;

- 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 cast list;

The stages set out above are an indication. If some of stages above are not required, the costs involved in your matter will be reduced. You may wish to handle the claim yourself and only receive our advice in relation to some of the stages.

Costs Estimates:



As a guide, our pricing estimates in relation to an unfair or wrongful dismissal claim is as follows:

Simple case: £7,500 - £10,000 (excluding VAT)

Medium complexity case: £10,000 - £25,000 (excluding VAT)

High complexity case: £25,000 + (excluding VAT)

Factors that could make a case more complex:

- Where the other side is unrepresented.
- If it is necessary to make or defend applications to amend claims, or to provide further information about an existing claim.
- Complex preliminary issues that need to be determined at a hearing before the final Hearing, such as whether the Claimant is disabled (if this is not agreed by the parties).
- The number of witnesses and documents.
- Matters where numerous heads of Claims are being brought (e.g. unfair dismissal and discrimination; unfair dismissal and unlawful deduction from wages). If more than one claim is being dealt with this will increase the work involved and the cost/duration of the matter.
- Claims involving multiple allegations over a significant period of time.
- Claims involving multiple parties.
- Collective claims and claims involving collective consultation prior to dismissal.

- Claims with allegations of automatic unfair dismissal such as whistleblowing, health and safety, pregnancy, transfers of businesses etc. which is likely to make the claim more complex.
- Making or defending a costs application.
- Preparing and attending a remedies hearing (a hearing which deals with compensation).

In addition to charging for advising on and preparing your Employment Claim, there is an additional charge for attending any Tribunal Hearings (whether in person or not).

This will usually be charged at the hourly rate of the fee earner attending (subject to us agreeing a fixed cost). Time spent travelling to and from the hearing, and waiting at the Tribunal is also charged at this rate. For example, a full day hearing attended by a Solicitor with over 8 years' legal experience would be charged at 8 hours x £217 plus VAT = £2083.20. Alternatively, if a barrister is instructed to attend the Hearing on your behalf, you will be liable for their fees (see 'Disbursements' below).

Generally, a hearing for a simple case should take 1-2 days, a medium complexity case 3-5 days and a high complexity case more than 5 days.

Disbursements:

Disbursements are expenses related to your matter that are payable to a third party. These are payable in addition to the above estimates and you will be liable for these payments. We take payment for these expenses on account, and then make the payment to the third party directly. In employment matters these are likely to include, but are not limited to, barristers (Counsel) fees (for attending Hearings); medical reports (in cases of disability discrimination); experts fees in relation to equality audits (in equal pay claims).

We will always provide you with a number of quotes from relevant experts to enable you to pick an expert that is appropriate for your matter in terms of cost, experience and expertise.

Counsel's fees will vary depending on the experience of the advocate but will generally include a brief fee of between £1000 and £3000, plus VAT, plus a fee of between £750 and £2000 for each additional day

VAT is payable on all disbursements.

Our Charging Rates:

Our current charging rates (exclusive of VAT) are as follows:

Solicitors and legal executives with over 8 years' experience £217

Solicitors and legal executives with over 4 years' experience £192

Other solicitors or legal executives and fee earners of equivalent experience £161

Trainee solicitors, paralegals and other fee earners £118

VAT is payable on all legal fees.

All fee earners work collaboratively on all matters to ensure that there is always someone available to discuss your matter with you. You will be charged at the appropriate rate for the fee earning conducting the relevant tasks.

If a junior fee earner is working on your matter their work may be supervised by a more senior colleague. You would not be charged for any duplication of work (for example, review of documents by the supervisor to enable them to supervise the work) but you would be charged for the supervisory time.