

## **EMPLOYMENT TRIBUNAL (UNFAIR/WRONGFUL DISMISSAL) FEE SCHEDULE**

We are committed to providing you with clear and easy to understand information of our fees from the outset.

Our fees are payable on account in advance of the work being carried out. The terms and conditions of our services include our fees policy and is provided to you when we are instructed.

The below is our fee estimate and we will provide an accurate fee quote after our initial consultation. These costs could be on a fixed fee or hourly rate depending on the circumstances of your case. We will agree our fee structure with you before we begin working on your case.

The below fee estimates do not include VAT. There will be VAT payable on our fees at a rate of 20%.

We consider our fees are competitive and are happy to discuss a fee structure on an individual basis with you after considering the circumstances of your case.

Please do not hesitate to contact our employment team to discuss your payment options.

### **Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as Court fees. The nature and amount of disbursements to be paid will depend on the circumstances of your case.

Disbursements are in addition to the fees below and are paid to the third party. We handle the payment of the disbursements on your behalf to ensure a smoother process.

The disbursements which we anticipate can apply are set out below. This list is not exhaustive and other disbursements may apply. We will advise you on the relevant disbursements for your case depending on the circumstances of your case before any costs are incurred.

Disbursements may include:

- Barrister's fee to attend the Hearing: £1,000 - £5,000 plus VAT depending on length of the hearing and complexity of the case.
- Travel costs.

### **Time Estimate**

The length of your case will depend on the individual circumstances of your matter, whether you start Tribunal proceedings and when it is resolved.

For example, if the case is settled during the pre-claim conciliation then we would estimate this can take between 4 to 8 weeks. If Tribunal proceedings are started then the timescale can depend on the Tribunal, for example when they list the preliminary hearing and the final hearing. Tribunal proceedings usually take 6 to 12 months. We will provide you with a more accurate and realistic time scale based on your matter once we have more information and as the case progresses.

## Claiming Costs from the Other Side

Generally, each party in an unfair dismissal and wrongful dismissal claim will be responsible for their own costs. However, we can consider negotiating payment of your legal costs as part of a settlement agreement at any stage of the case.

## **GENERAL FEES**

We can provide advice and assistance to you as required, for example if you wish to conduct the case yourself and use our services on a consultancy basis only. This can significantly reduce the costs of the case whilst giving you a better chance of being successful.

Service	Our Fees
Consultancy Service	£200 - £300 per hour
Advice or Review Service	£200 - £300 per hour
Challenging a Decision or Appeal	£200 - £300 per hour

## **FEES**

Complexity of Case	Our Fees
Simple Case	£1,000 - £15,000
Medium Complexity Case	£5,000 - £25,000
High Complexity Case	£10,000 - £50,000
Hourly Rate	£200 - £300 per hour
Attendance at a Hearing	£1,000 - £3,000 Depending on location and length of Hearing This does not include travel costs.

## Complexity Factors

The following are some of the factors that will be considered in determining the complexity of your case:

- Initial consultation including reviewing papers and advising on merits of claim;
- ACAS early conciliation process;
- The number of Parties;
- Complex issues of loss, for example loss of commission, pension or career;

- Making or defending any applications to the Tribunal;
- Making or defending a costs application;
- Complex preliminary issues for example whether the claimant is an employee or is disabled (if this is not agreed by the parties);
- The number of witnesses;
- The amount of disclosure and documents;
- Media interest/risk of reputational damage;
- Value of the claim;
- Other allegations or disputes involved in the claim, for example allegations of discrimination, whistle blowing etc;
- Defending a case brought by a litigant in person;
- Any additional hearings that may be listed other than the final hearing; and
- Length of final Hearing which is usually 1 – 4 days.

### **Key stages of the Case**

The following key stages will be completed during your case and are included in the above fee estimates:

- Initial consultation including reviewing papers and advising on merits of claim;
- ACAS early conciliation process;
- Preparing claim or response;
- Reviewing and advising on claim or response from other party;
- Preparing or considering a schedule of loss;
- Preparing for a Preliminary Hearing;
- Exchanging documents with the other party;
- Preparing or agreeing a bundle of documents;
- Taking witness statements, drafting statements and agreeing their content with witnesses;
- Reviewing and advising on the other party's witness statements;
- Agreeing a list of issues, a chronology; and
- Preparation for the Final Hearing.

The following ongoing work will be conducted throughout your case and is included in the above fee estimates:

- Advising on strategy and strength of case;
- Exploring settlement and negotiating settlement;
- General management of the case;
- Taking your instructions and reviewing the reviewing the likely compensation; and

Dealing with correspondence from the opponent or their representative throughout the proceedings