



Employment Tribunal Fees and other information about our services

Who will carry out work on your matter?

Gill Fribbance – Solicitor, Director and Head of Dispute Resolution Department

Gill Qualified in 1999 and is also a Fellow of the CIPD. Gill has a wealth of experience in human resources and employment law. She has represented individuals and large national organisations and deals with between 50-100 matters each year of varying complexity. Gill will supervise all employment work undertaken by the firm.

Zoe Vallance – Solicitor

Zoe qualified in 2018 and works in our Dispute Resolution Department. Zoe's time is typically divided between litigation, personal injury and employment work. It is anticipated that Zoe will deal with between 40-50 employment matters each year.

Employment tribunal: range of costs

We have provided the following as a guide only to the range of costs for dealing with Employment Tribunal matters. Our hourly rates for this work range from £185 - £217 per hour depending on the experience of the fee earner: -

Our legal fee: -

Simple case: £1,000 - £4,999 (excluding VAT)

Medium complexity case: £5,000 - £10,000 (excluding VAT)

High complexity case: £10,000 - £15,000 (excluding VAT)

Factors that could make a case more complex:

- If it is necessary to make or defend applications, to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person

- Making or defending a costs application
- Complex preliminary issues such as establishing whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

There will be an additional charge for attending a Tribunal Hearing of approximately £1,230 per day (excluding VAT). Generally, we would allow 1-5 days depending on the complexity of your case.

Third party expenses

Where there are costs related to your matter that are payable to third parties, such as court fees or Counsel's (barrister's) fees, these must be paid to us in advance of being incurred.

Counsel's fees are estimated between £1,500 to £2,000 per day (excluding VAT) (depending on the experience of the advocate) for attending a Tribunal Hearing (including preparation).

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 where this is mandatory to explore whether a settlement can be reached
- Preparing claim 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
- Preparing for (and attending) 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
- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced.

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 4 -10 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 12-36 weeks. 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 do not hesitate to contact us for a no obligation discussion about your Employment Tribunal matter.