

EMPLOYMENT TRIBUNAL - PRICING INFORMATION

We provide a high quality service in all matters relating to employment tribunal claims actions and employment dispute resolution. We pride ourselves on providing pragmatic employment law advice, an efficient service and clarity when it comes to our fees.

The team is highly experienced and is in the current edition of Legal 500. The Legal 500 noted the team as having expertise across areas such as recruitment, outsourcing, board-level matters and the employment implications of corporate transactions. The team also has notable experience of work for senior executives, often handling sensitive contentious matters.

Our approach to pricing

If you are considering instructing us in an employment tribunal claim or any other employment related matter, we will provide you with a clear estimate of our fees based on the particular circumstances.

We have provided the information on this page so that you have an indication of our likely fees for the following types of employment tribunal claims:

1. Unfair Dismissal Claim - acting for Claimant
2. Unfair Dismissal Claim - acting for Respondent
3. Wrongful Dismissal Claim - acting for Claimant
4. Wrongful Dismissal Claim - acting for Respondent

The stages set out in the indicative fee estimates are an indication and if some stages are not required in your matter or if you take on the work yourself, fees for that stage will not be incurred.

We have also indicated tiered prices for the types of unfair dismissal claims according to differing degrees of complexity. A wide range of factors will affect the final cost including the tactics and actions of any other parties involved in the matter, the practical and legal complexity of the issues, the number of witnesses, the quality and quantity of documentation, the requirement for preliminary or case management hearings and whether new issues come to light as the matter progresses. Ultimately these factors will increase the amount of time we spend. We have set out the hourly rates that we use to calculate our fees at the end of the page. We will, of course,

inform you if we have any reason to revise the estimate provided significantly because of these factors.

Invoicing

We will usually render invoices on a monthly basis.

Managing your matter

You will have a single point of contact for your matter who will conduct most of the work. When appropriate other members of the team will be involved in order that work is completed by deadlines, particular legal issues are dealt efficiently and work is carried out at the right level. Assistance will be provided by a trainee. All work will be supervised, as appropriate, by one of our partners, Alexandra Bonner or Clare Gilroy-Scott or Consultant, Alison Downie.

Other types of claim

Please note that if there are other claims with the unfair/wrongful dismissal claim, for example discrimination or working time claims, then fees are likely to be higher. We can discuss fee estimates for bringing/defending such claims when we have a better idea of the scope of the claims.

For any automatic unfair dismissal claim including for example, whistleblowing, the fees are likely to be in the fee range for a High complexity claim (see Costs Estimates 1 and 2)

How long will my matter take?

The timescale involved in the process may range from 2 months to 1 year and is largely subject to the caseload of the applicable Employment Tribunal (currently the tribunals are busy and some claims, particularly those listed for more than 2 days, are not being heard for 12-18 months) and the stage at which your matter is resolved (for example it may settle prior to a hearing). If a settlement is reached during ACAS pre-claim conciliation, your case is likely to take 1 to 3 months. If the matter proceeds to a final tribunal hearing, your case is likely to take between 6 and 18 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.

Alternative Funding Options

Depending on your circumstances, alternative funding options may be open to you. In particular for individuals, legal expenses insurance is often included as an option on various insurance policies or you may have specific insurance cover.

Employers may have insurance covers for such claims through their employers' liability insurance or other insurance policies.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees and counsel. We handle the payment of disbursements on your behalf, when we have received the payment from you, to ensure a smoother process. Disbursements can include additional expenses which you also have to pay, such as photocopying costs and travel expenses. Such disbursements are not included in the indicative fee estimates below.

Counsel's fees for attending a Tribunal hearing and preparation will depend upon the expertise of the advocate and the length and nature of the proceedings. These fees are not included in the indicative fee estimates below. Estimates of counsel's fees will be obtained and provided to you for your approval prior to instruction of counsel.

Acting for a Claimant in an Unfair Dismissal claim in the Employment Tribunal (including estimated timeframes for each stage in process but some timeframes will be subject to case management directions issued by the Tribunal)	Range of fees (not including VAT at 20%)		
	Complexity: Simple 1 witness on each side, 1 small bundle, 1 day hearing	Complexity: Medium 1 or 2 witnesses on each side, 1 large bundle, 2 day hearing	Complexity: High 2+ witnesses in total, 2+ bundles, 3+ days' hearing
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). Timeframe: 1-3 weeks	£850	£1700	£2550

<p>Entering into ACAS pre-claim conciliation where this is mandatory to explore whether a settlement can be reached.</p> <p>Time frame: up to 6 weeks</p>	£230 to £1700	£230 to £2125	£230 to £2550
<p>Preparing (1) the claim form outlining your case and the nature of the dispute, and (2) the document setting out the factual details of your claim. Correspondence with you in respect of these.</p> <p>Timeframe: 1 to 2 weeks</p>	£1275	£2550	£4250
<p>General correspondence with you including in relation to strategy, consideration of the response (when received) and merits, tribunal correspondence and case management orders.</p> <p>Timeframe: spans the course of the proceedings</p>	£1275	£2125	£2975
<p>Exploring settlement and negotiating settlement throughout the process</p> <p>Timeframe: 1 to 4 weeks</p>	£2125	£2125	£2125
<p>Preparing a Schedule of Loss</p> <p>Timeframe: 1 week</p>	£850	£850	£850
<p>Preparing for and attending a Preliminary Hearing</p> <p>Timeframe: 1 to 3 weeks</p>	N/A	N/A	£2550
<p>Own Disclosure - review of your documents, advice to you, preparation of list of documents and exchange of lists/documents with other parties</p> <p>Timeframe: 1 to 3 weeks</p>	£1275	£2125	£2975
<p>Review of other parties lists and</p>	£1,275 to £2125	£2125 to £2550	£2550 to £3400

documents. Agreeing a bundle of documents for the hearing. Timeframe: 2 to 3 weeks			
Preparation of tribunal bundle and sending to other party Timeframe: 2 weeks	Carried out by Respondent	Carried out by Respondent	Carried out by Respondent
Drafting of witness statements and liaising with witnesses (range dependent on amount of witness evidence to be included). Timeframe: 2 to 6 weeks	£2125	£2125 to £4250	£2125 to £4250 per statement
Exchange of witness statements. Review of and advice on other party's statements. Timeframe: 1 week	£1275	£1275 to £2125	£2125 per statement
Agreeing a list of issues, a chronology and/or cast list Timeframe: 1 to 2 weeks	£850	£850	£1275
Instructions to counsel, preparation of documents for counsel Timeframe: 1 week	£850	£850	£1275
Attend tribunal hearing	See below	See below	See below

Acting for a Respondent in an Unfair Dismissal claim in the Employment Tribunal (including estimated timeframes for each stage in process but some timeframes will be subject to case management directions issued by the Tribunal)	Range of fees (not including VAT at 20%)		
	Complexity: Simple 1 witness on each side, 1 small bundle, 1 day hearing	Complexity: Medium 1 or 2 witnesses on each side, 1 large bundle, 2 day hearing	Complexity: High 4+ witnesses in total, 2+ bundles, 3+ days' hearing
Taking your initial instructions, reviewing	£1275	£2125	£2550

<p>the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change).</p> <p>Timeframe: 1-3 weeks</p>			
<p>Entering into ACAS pre-claim conciliation where this is mandatory to explore whether a settlement can be reached.</p> <p>Time frame: up to 6 weeks</p>	£230 to £1700	£230 to £2125	£230 to £2550
<p>Preparing (1) the response form outlining your case and the nature of the dispute, and (2) the document setting out the factual details of your defence. Correspondence with you in respect of these.</p> <p>Timeframe: up to 4 weeks</p>	£1275	£2550	£4250
<p>General correspondence with you including in relation to strategy, merits, tribunal correspondence and case management orders.</p> <p>Timeframe: spans the course of the proceedings</p>	£1275	£2125	£2975
<p>Exploring settlement and negotiating settlement throughout the process</p> <p>Timeframe: 1 to 4 weeks</p>	£2125	£2125	£2125
<p>Reviewing Claimant's Schedule of Loss and preparing Counter-Schedule</p> <p>Timeframe: 1 to 2 weeks</p>	£850	£850	£1700
<p>Preparing for and attending a Preliminary Hearing</p> <p>Timeframe: 1 to 3 weeks</p>	N/A	N/A	£2550
<p>Own Disclosure - review of your documents, advice to you, preparation of list of documents and exchange of</p>	£2125	£2975	£3400

lists/documents with other parties Timeframe: 2 to 4 weeks			
Review of other parties lists and documents. Agreeing a bundle of documents for the hearing. Timeframe: 2 to 4 weeks	£1,275 to £2125	£2125 to £2550	£2550 to £3400
Preparation of tribunal bundle and sending to other party Timeframe: 2 to 4 weeks	£1275	£1700	£2125
Drafting of witness statements and liaising with witnesses (range dependent on amount of witness evidence to be included). Timeframe: 2 to 4 weeks	£2125	£2550 per statement	£5100 per statement
Exchange of witness statements. Review of and advice on other party's statements. Timeframe: 1 to 2 weeks	£1275	£1275 to £2125	£2125 per statement
Agreeing a list of issues, a chronology and/or cast list Timeframe: 1 to 2 weeks	£850	£850	£1275
Instructions to counsel, preparation of documents for counsel Timeframe: 1 to 2 weeks	£850	£850	£1275
Attend tribunal hearing	See below	See below	See below

<p style="text-align: center;">Acting for a Claimant in a Wrongful Dismissal claim in the Employment Tribunal</p> <p style="text-align: center;">(including estimated timeframes for each stage in process but some timeframes will be subject to case management directions issued by the Tribunal)</p>	<p style="text-align: center;">Fees (not including VAT at 20%)</p> <p style="text-align: center;">Complexity: Medium</p> <p style="text-align: center;">1 or 2 witnesses on each side, 1 large bundle, 2 day hearing</p>
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<p>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).</p> <p>Timeframe: 1-3 weeks</p>	<p>£850</p>
<p>Entering into ACAS pre-claim conciliation where this is mandatory to explore whether a settlement can be reached.</p> <p>Timeframe: up to 6 weeks</p>	<p>£230 to £1700</p>
<p>Preparing (1) the claim form outlining your case and the nature of the dispute, and (2) the document setting out the factual details of your claim. Correspondence with you in respect of these.</p> <p>Timeframe: 1 to 2 weeks</p>	<p>£1275</p>
<p>General correspondence with you including in relation to strategy, consideration of the response (when received) and merits, tribunal correspondence and case management orders.</p> <p>Timeframe: spans the course of the proceedings</p>	<p>£1275</p>
<p>Exploring settlement and negotiating settlement throughout the process</p> <p>Timeframe: 1 to 4 weeks</p>	<p>£2125</p>
<p>Preparing a Schedule of Loss</p> <p>Timeframe: 1 week</p>	<p>£850</p>
<p>Preparing for and attending a Preliminary Hearing</p> <p>Timeframe: 1 to 3 weeks</p>	<p>N/A</p>
<p>Own Disclosure - review of your documents, advice to you, preparation of list of documents and exchange of lists/documents with other parties</p> <p>Timeframe: 1 to 2 weeks</p>	<p>£1275</p>
<p>Review of other parties lists and documents. Agreeing a bundle of documents for the hearing.</p> <p>Timeframe: 1 to 4 weeks</p>	<p>£1,275 to £2125</p>
<p>Preparation of tribunal bundle and sending to other party</p>	<p>Carried out by Respondent</p>

Drafting of witness statements and liaising with witnesses (range dependent on amount of witness evidence to be included) Timeframe: 2 to 4 weeks	£2125
Exchange of witness statements. Review of and advice on other party's statements Timeframe: 1 week	£1275
Agreeing a list of issues, a chronology and/or cast list Timeframe: 1 to 2 weeks	£850
Instructions to counsel, preparation of documents for counsel Timeframe: 1 week	£850
Attend tribunal hearing	See below

<p>Acting for a Respondent in a Wrongful Dismissal claim in the Employment Tribunal (including estimated timeframes for each stage in process but some timeframes will be subject to case management directions issued by the Tribunal)</p>	<p>Fees (not including VAT at 20%) Complexity: Medium 1 or 2 witnesses on each side, 1 large bundle, 2 day hearing</p>
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). Timeframe: 1-3 weeks	£1275
Entering into ACAS pre-claim conciliation where this is mandatory to explore whether a settlement can be reached. Timeframe: up to 6 weeks	£230 to £1700
Preparing (1) the response form outlining your case and the nature of the dispute, and (2) the document setting out the factual details of your defence. Correspondence with you in respect of these. Timeframe: up to 4 weeks	£1275
General correspondence with you including in relation to strategy,	£1275

merits, tribunal correspondence and case management orders. Timeframe: spans the course of the proceedings	
Exploring settlement and negotiating settlement throughout the process Timeframe: 1 to 4 weeks	£2125
Reviewing Claimant's Schedule of Loss and preparing Counter-Schedule Timeframe: 1 to 2 weeks	£850
Preparing for and attending a Preliminary Hearing Timeframe: 1 to 3 weeks	N/A
Own Disclosure - review of your documents, advice to you, preparation of list of documents and exchange of lists/documents with other parties Timeframe: 2 to 4 weeks	£2125
Review of other parties lists and documents. Agreeing a bundle of documents for the hearing Timeframe: 1 to 4 weeks	£1,275 to £2125
Preparation of tribunal bundle and sending to other party Timeframe: 1 to 2 weeks	£1275
Drafting of witness statements and liaising with witnesses (range dependent on amount of witness evidence to be included) Timeframe: 2 to 4 weeks	£2125
Exchange of witness statements. Review of and advice on other party's statements Timeframe: 1 to 2 weeks	£1275
Agreeing a list of issues, a chronology and/or cast list Timeframe: 1 to 2 weeks	£850
Instructions to counsel, preparation of documents for counsel Timeframe: 1 to 2 weeks	£850

Attend tribunal hearing	See below
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Fees for attendance at a Tribunal hearing (per day (6 hours), exclusive of VAT currently at 20%), excluding travel time and expenses

Trainee (range depending on whether a first or second year trainee)	£930 to £1,050
Associate	£1,380
Senior Associate	£2,280
Partner (range depending on hourly rate)	£2,580 to £2,700

Name	Role	Hourly Rate	Year of Qualification	Post Qualification Experience (PQE)	Click here for further qualifications and experience
Alexandra Bonner	Partner (Head of Team) (Supervisor)	£450	1996	25 years' PQE	Alexandra Bonner - profile
Alison Downie	Consultant (Supervisor)	£390	1986	35 years' PQE	Alison Downie - profile
Clare Gilroy-Scott	Partner (Supervisor)	£430	2003	18 years' PQE	Clare Gilroy-Scott - profile
Remy Ormesher	Associate	£230	2020	1 year PQE	
Paralegal/Trainee	Paralegal/Trainee	£155- £175	N/A	N/A	