

## Transparency Pricing for Employment Tribunal Matters

The Solicitors Regulation Authority requires us to provide certain information relating to our costs and pricing associated with our services. For our employment tribunal services, this is detailed below:

We provide advice to both claimants and respondents in relation to employment disputes, including unfair dismissal, wrongful dismissal and discrimination claims. Matters are often complex and the exact costs involved will vary from case to case, depending on the individual facts and circumstances of the matter. We will always endeavour to provide our clients with a fee estimate tailored to you on engagement.

There are typically two main elements of legal costs in dealing with an employment tribunal matter. These comprise of our fees and the expenses/disbursements we pay out to third parties on behalf of our client.

### Our Fees

Our fees are usually calculated on a time spent basis. The hourly rate of a solicitor dealing with a matter will be either £275 + VAT or £350 + VAT, depending on level of experience and seniority.

Level of Complexity of Matter	Fee Range Estimate
Simple matter	£7,500 - £15,000
Medium complexity	£15,000 - £40,000
High complexity	£40,000 - £100,000

The complexity of your case will depend on factors such as whether the other party is a litigant in person, where you are defending or making a costs application, the number of witnesses and disclosed documents involved, the length of the hearing and whether there are any linked discrimination allegations or other connected claims.

### **Please note that:**

- 1 The fees detailed above cover all of the work in relation to the following key stages of a claim:
  - Taking your instructions, reviewing relevant documentation and providing initial advice
  - Entering into ACAS pre-claim conciliation to explore settlement possibilities
  - Preparing your claim or response to a claim
  - Reviewing and advising on the claim or response from the other party
  - Preparing or reviewing a schedule of loss and counter schedule
  - Preparing for preliminary hearing or case management discussions
  - Preparing instructions to counsel
  - Reviewing your evidence and determining what is disclosable, exchanging documents with the other party
  - Preparing and agreeing the bundle of documents
  - Reviewing disclosed evidence received from the other party and providing advice in relation to it
  - Liaising with witnesses and preparing their statements

- Reviewing and advising on the witness statements of the other party
- Agreeing a list of issues, cast list and/or chronology
- Preparation for the final hearing (both in relation to liability and remedy)
- Attendance at the final hearing (both in relation to liability and remedy)
- Exploring settlement options throughout proceedings.

2 The above fees do not include:

- Dealing with an appeal
- Drafting and negotiating a settlement agreement
- Advice relating to data subject access requests
- Injunctive relief
- Tax advice.

3 The above fees assume:

- The matter involves two, rather than multiple, parties
- There are no unexpected or unusual circumstances involved, such as whistleblowing, protected disclosures, overlapping claims or parties located abroad
- Reasonable cooperation by the opposing party and their advisors.

4 Where fixed fees are agreed with our client, they are subject to revision if the relevant matter becomes protracted, complex or if we are required to do work outside of the agreed scope. The client shall be notified if this becomes the case.

5 Prices listed are, where applicable, subject to VAT at the prevailing rate (currently 20%).

6 We may ask the client for an upfront payment of up to 100% of the fee, for example in circumstances where we do not know the client. Otherwise, we bill monthly and expect payment within 14 days after month end.

### **Expenses/Disbursements**

Expenses and/or disbursements may be chargeable in addition to the above detailed fees. These are costs that are incurred as part of delivery of our service to you and may include the following:

- Counsel fees where a barrister is acting on our client's behalf in the proceedings. The costs will vary depending on the facts of the case, length of any hearing and experience of the barrister. We will provide cost estimates to our client prior to engaging counsel and at appropriate stages during proceedings. Counsel's fees are exclusive of any applicable VAT.
- Expert fees may be payable where relevant to the case, for example in relation to medical evidence to prove or disprove loss.
- Translation costs may be incurred in preparation for a hearing. The cost will depend on the quantity of documents being translated and the urgency of the matter. An interpreter may also be required for the hearing and their costs will also be chargeable to our client.
- Travel and accommodation costs may be chargeable where travel is required in relation to the claim, for example to attend a hearing or meet with witnesses.

- Courier and postage costs will be payable where incurred. These will vary depending on urgency and place of delivery.
- Photocopying charges. These are likely to be higher where our client is the employer in a claim as usually the employer is responsible for preparation of the hearing bundles.

**Please note that:**

- 1 Where applicable, VAT may be chargeable on the expenses/disbursements at the prevailing rate (currently 20%).
- 2 We may ask the client for an upfront payment of up to 100% of the expense/disbursement. Otherwise, we bill monthly and expect payment within 14 days after month end.

**Timeframes**

The time involved from your initial engagement of our services to the conclusions of the matter will depend on the complexity of the case and whether a settlement is reached, or the claim is resolved prior to a final hearing. There may also be unforeseen events that delay matters further, for example the Covid-19 pandemic which caused significant delays to matters being brought to trial.

Where settlement is reached during the pre-claim conciliation stage, your case may take less than a month to resolve. If the claim proceeds to a final hearing the process may take six months to a year for simpler matters and one year to eighteen months for more complex matters. The availability of the tribunals will affect this.

We will endeavour to provide our clients with accurate estimates once we become aware of the facts of your particular case and as the matter progresses.

**Key Contacts**

Our team has many years of experience in providing legal services to clients in employment tribunal claims. The key contacts are Tom Redfern and Madeleine Rhodes. Their experience is set out on the 'Our People' page of our website.

Redfern Legal LLP is authorised and regulated by the Solicitors Regulation Authority under number 463373.

If you have any questions, please contact us using the details set out on our website.

Redfern Legal LLP  
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