

## Employment - Wrongful and Unfair dismissal

### Employer

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| 1. Initial consultation (one hour)  | £105.50 plus VAT*  |
| 2. Response letter to employee / representative   | £250.00 plus VAT   |
| 3. Completion of response form when a claim has been made against you ('ET3')   | £250.00 plus VAT   |
| 4. Application to Employment Tribunal for a provisional decision during the course of the proceedings ('Interlocutory application') | £250.00 plus VAT   |
| 5. Counter Schedule of Loss and Document List   | £250.00 plus VAT   |
| 6. Witness Statement and Hearing Bundle   | £500.00 plus VAT *   |
| 7. Representation at Preliminary or Final Employment Tribunal hearing (including preparation work)                                  | £1,250.00 plus VAT (full day)*<br>£625.00 plus VAT (half day)  |
| 8. Judicial mediation   | £1,250.00 plus VAT (full day) *<br>£625.00 plus VAT (half day) |

## Employment - Wrongful and Unfair dismissal

### Employee

1. Initial consultation (one hour)	£105.50 plus VAT
2. Pre-action letter to employer	£250.00 plus VAT
3. Early Conciliation and claim form (ET1)	£250.00 plus VAT
4. Schedule of Loss and Document List	£150.00 plus VAT
5. Witness Statement	£250.00 plus VAT
6. Representation at Preliminary or Final Employment Tribunal hearing (including preparation work)	£1,000.00 plus VAT (full day) * £500.00 plus VAT (half day)
7. Judicial Mediation	£1,000.00 plus VAT (full day) * £500.00 plus VAT (half day)

### Disbursements

1. Travel	£45.00 per hour plus VAT
2. Medical / Expert reports	£Variable (costs to be incurred by client and agreed in advance)
3. Counsel	£Variable (costs to be incurred by client and agreed in advance)

## Key Stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

1. Taking your initial instructions, reviewing any paperwork and advising on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change);
2. Entering into and engaging in ACAS pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
3. Preparing claim or response;
4. Reviewing and advising on claim or response from other party;
5. Exploring settlement and negotiating settlement throughout the process;
6. Preparing Schedule of Loss / Counter Schedule;
7. Preparing for (and attending) any Preliminary Hearings;
8. Exchanging documents with the other party and agreeing a bundle of documents;
9. Taking witness statements, drafting statements and agreeing their content with witnesses;
10. Reviewing and advising on the other party's witness statements;
11. Agreeing a list of issues, a chronology and/or cast list;
12. Preparation and attendance at Final Hearing, including instructions to Counsel.

\* Factors that could make a case more complex and therefore be subject to price increases are:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim;
- Making or defending a costs application;
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties);
- The requirement for medical evidence / expert reports;
- The number of witnesses and documents;
- Allegations of discrimination.

Where a quote is provided and is likely to be exceeded due to complexity, an updated estimated will be provided as soon as this is identified.

Face to face meetings will generally incur the same pricing structure as telephone advice.

### **Service Details**

Your work will be serviced by a qualified solicitor and support will be provided, where appropriate, by a paralegal.

All of the team are trained in employment law either at degree or masters level.