

Other court disbursements

They may include further court fees at certain stages of the case, for example when a final hearing is fixed , and for making applications during the case. We will address those fees with you in advance, where they will apply. VAT is not payable on those Court fees.

Other case disbursements may include the fees of experts, barristers and process servers . VAT is payable on those fees.

Again, we will discuss with you whether they are recommended, and at what cost, before they are incurred.

Client Due Diligence (CDD) fee

A client due diligence fee will be incurred at the start of every matter. For individual clients the fee charged is £49 plus £9.80 VAT per client. Where the instructing entity is a limited liability company or limited liability partnership the CDD fee will be £125 plus £25 VAT in respect of the entity and £49 plus £9.80 VAT per director or member that CDD is required for.

Other funding options

There may be other funding options available to you such as cover under an insurance policy, and we will explore any alternatives during our initial appointment with you. We do not offer Legal Aid or No Win No Fee / Damages-Based Agreement options.

How long will my matter take?

The time 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 mediation, your case might take 4-15 weeks. If your claim proceeds to a final hearing, your case is likely to take over a year. This is just an estimate, and is dependent on many factors which may be outside of our control, including the future scheduling of hearing dates by the court. We will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Our Dispute Resolution team

Simon Steele-Williams is a Partner at Parfitt Cresswell. He qualified as a solicitor in 1991 and supervises our Dispute Resolution team which our employment work forms part of. Please find a link to Simon's full bio on our website here at <https://www.parfittcresswell.com/lawyer/simon-steele-williams>

Lydia Wawiye is a Senior Associate Solicitor at Parfitt Cresswell. She qualified as a solicitor in 2008. Please find a link to Lydia's full bio on our website here at <https://www.parfittcresswell.com/lawyer/lydia-wawiye>

Employment

Detailed below is Parfitt Cresswell's guide to the likely costs involved in pursuing or contesting claims in an Employment Tribunal.

Our charges

Our charges for bringing or defending claims in an Employment Tribunal depend entirely on the type of claim and the amount of work undertaken in the matter. Due to the complex and varying nature of these types of cases, we are unlikely to be able to quote a fixed fee for this type of work.

We have set out below our normal range of costs for dealing with these claims based on our knowledge, experience, and hourly rates. These estimates do not include any disbursements, such as the fees incurred in you instructing a barrister.

Simple Case: £10,000 to £15,000 plus VAT at 20% (£2,000 - £3,000 VAT)

Medium Complexity Case: £15,000 to £20,000 plus VAT at 20% (£3,000 - £4,000 VAT)

High Complexity Case: £20,000 to £35,000 plus VAT at 20% (£4,000 - £7,000 VAT)

We charge on an hourly rate basis which varies depending on the member of staff dealing with your matter. Our solicitors' hourly rates for dealing with employment tribunal claims are from £325 per hour plus VAT. There may be other funding options available to you such as cover under an insurance policy, and we will explore any alternatives during our initial appointment with you.

Some clients prefer to present their own cases and only call on us for help as and when required at certain stages of the proceedings. Our charges are then determined by reference to the time spent and the applicable hourly rate.

Case Type Description

Simple Case

A straightforward unfair dismissal claim, wrongful dismissal claim or unlawful deduction of wages claim (i.e. unpaid holiday entitlement/unpaid wages etc).

Medium Complexity Case

An unfair dismissal claim (including a constructive unfair dismissal claim), wrongful dismissal claim or a claim of automatically unfair dismissal, including a simple allegation of discrimination based on a single alleged act or omission.

Factors likely to make the cost at the higher end of the range of our costs:

- Volume of documentation
- A lengthy history of events
- More than one witness
- Complex legal issues
- A contested preliminary hearing
- A hearing of more than 1 day
- Defending claims brought by litigants in person

High Complexity Case

A claim of unfair and/or wrongful dismissal with additional claims of automatic unfair dismissal, multiple allegations of discrimination, whistleblowing, health and safety and/or other features of complexity such as issues about employment status or jurisdiction (i.e. whether the Tribunal can hear the claim).

Factors likely to make the cost at the higher end of the range of our costs:

- Volume of documentation
- A lengthy history of events
- Multiple witnesses
- Litigants in person (not legally represented)
- Complex legal issues including discrimination, health and safety, whistleblowing etc.
- A contested preliminary hearing to determine challenging preliminary legal issues
- A lengthy final hearing (i.e. more than 2 days)
- Applications to amend claims or provide further disclosure about an existing claim
- Contested costs applications
- High potential value of claim
- Medical or other expert evidence involved

What is included?

The fee estimates above include the following stages of a claim:

- Taking initial instructions
- Reviewing papers
- Advising on merits and compensation of the case
- Case and negotiation strategy
- Pre-issue matters such as early conciliation and correspondence with the other party
- Preparing the draft claim form, making any amendments required and submitting this to the Employment Tribunal
- Reviewing and advising on response to claim from other party.
- Preparing or reviewing schedule of loss
- Preparing for and attending a preliminary hearing
- Preparing and exchanging documents (disclosure) and considering other party's disclosure
- Preparation of bundle of documents
- Preparing witness statements and exchanging with other party
- Reviewing other party's witness statements
- Agreeing cast list/chronology and list of issues
- Preparing for final hearing and preparing instructions for Counsel as appropriate

What is not included in our fees estimate above?

- Dealing with any appeal or request for reconsideration of any decision made by the Employment Tribunal
- Preparing any costs application
- Enforcing any award made by the Employment Tribunal
- Disbursements (see below) including the cost of Counsel or any expert witnesses that may be required for your case.
- Fees for our lawyer(s) to attend your hearing if you require this in addition to Counsel being instructed to attend

Client Due Diligence (CDD) fee

A client due diligence fee will be incurred at the start of every matter. For individual clients the fee charged is £49 plus £9.80 VAT per client. Where the instructing entity is a limited liability company or limited liability partnership the CDD fee will be £125 plus £25 VAT in respect of the entity and £49 plus £9.80 VAT per director or member that CDD is required for.

Disbursements

Disbursements are costs related to your matter that are payable to third parties or to us, such as travel expenses or photocopying/printing costs. We generally handle the payment of the disbursements on your behalf and will usually require a payment on account before these costs are incurred.

The main disbursements are the fees for a barrister or Counsel who will put your case forward in the Employment Tribunal. These fees usually consist of a brief fee for preparation of your case and to include the first day of the hearing, and a refresher fee to cover each subsequent day of the hearing, to include the ongoing preparation before and after each day of the Tribunal hearing. Counsel's fees vary depending on the seniority of the barrister, their expertise, and the complexity of the case. Typically, the fees for a junior barrister will be £2,500 plus VAT for the brief fee and £750 to £1500 plus VAT for the daily refresher fee. Instructing more experienced Counsel such as King's Counsel (KC) will likely significantly exceed this. We will seek to provide a more accurate estimate of Counsel's fees for approval prior to formally instructing a barrister.

The fees of any expert witnesses that may be required for your case would also be classed as a disbursement and would be payable in addition to our estimate set out above. We will discuss the requirements for any experts you may require for your case and obtain estimates for their fees for you to approve before instructing them.

VAT would be added to these disbursements where applicable (charged at 20%).

How long will my matter take?

The time 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 less than 8 weeks. If your claim proceeds to a final hearing, your case is likely to take between 12-18 months. This is just an estimate and is dependent on many factors which may be outside of our control, including the future scheduling of hearing dates by the Employment Tribunal. We will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Meet our Employment Team

Simon Steele-Williams, Natasha Smith and Lydia Wawiye.

Simon, Natasha and Lydia act for private individuals and companies advising on a full range of HR and employment issues.

In particular they can advise on matters involving dismissals, redundancy processes, disciplinary and grievance procedures, managing capability and sickness absence as well as drafting employment documentation such as contracts of employment and policy documents. The team also frequently advise on settlement agreements and can assist with negotiating enhanced severance packages.

Simon Steele-Williams is a Partner at Parfitt Cresswell. He qualified as a solicitor in 1991 and supervises our Dispute Resolution team which our employment work forms part of. Please find a link to Simon's full bio on our

website here at <https://www.parfittcresswell.com/lawyer/simon-steele-williams>

Natasha Smith is a Senior Associate Solicitor at Parfitt Cresswell. She qualified as a solicitor in 2009. Please find a link to Natasha's full bio on our website here at: <https://www.parfittcresswell.com/lawyer/natasha-smith/>

Lydia Wawiye is a Senior Associate Solicitor at Parfitt Cresswell. She qualified as a solicitor in 2008. Please find a link to Lydia's full bio on our website here at <https://www.parfittcresswell.com/lawyer/lydia-wawiye>