

St James'  
SQUARE  
LAW FIRM

Employment & HR Services

## Our Costs

We have set out below an outline of the potential costs and timeframes for bringing and defending Employment Tribunal claims for unfair dismissal, constructive dismissal and wrongful dismissal.

Prior to instructing us, however, you should establish whether (if you are an individual) you may be able to obtain legal assistance via any trade union membership or insurance cover. Some bank accounts and household insurance policies include legal costs for employment tribunal claims.

Our standard approach to charges is by way of the hourly rate of the fee earner dealing with your case. That said, there are instances where we may be able to offer you a fixed fee for the work undertaken. We will always discuss those options with you on appropriate cases.

Our hourly rates range between £150 to £300 per hour plus VAT. The rate depends on the seniority of the lawyer dealing with your case.

## What is covered

Our rates cover all of our work in handling a Tribunal case for you. The total cost will of course depend on a number of issues which can include:

- The complexity of the matter;
- The time taken to complete the matter; and
- Any unforeseen issues.

## Costs

Where a case for unfair or wrongful dismissal proceeds to a trial, an indication of our likely charges are as follows:

- Simple case £5,000 to £15,000
- Medium complexity case £10,000 to £25,000
- High complexity case £20,000 to £50,000

The above charges do not include VAT which is chargeable.

In addition to our costs, there may be additional costs that you need to pay. Those costs can include, for example, the costs of a barrister to represent you at any hearing. Those costs can vary depending on the nature of the hearing and the time allotted by the Court for that hearing.

As an indication of the costs of a barrister to represent you at a hearing, their charges could be as follows:

- 30 minute hearing £500 to £1,000
- 1 hour hearing £750 to £1,500
- Half day hearing £1,000 +
- Full day hearing £2,000 +

The above charges do not include VAT which is chargeable.

In addition, if a barrister is representing you, you may also need to meet with them before the hearing. This meeting is called a case conference and will help the barrister prepare for your case. An indication of the likely charges of this meeting are as follows:

- Case conference £500 to £2,000

The above charges do not include VAT which is chargeable. The cost of the work undertaken by a barrister will vary depending upon the complexity of your case, the volume of documents, length of the hearing and years' experience.

## Factors affecting the charges payable by you

Whether we act on behalf of the claimant or the respondent, each case is different.

There are many factors that ultimately affect the amount of work we are required to undertake. This, in turn, affects the charges payable by you.

Some of the things that will affect the charges incurred by you include:

- The complexity of the case;
- The seniority of the lawyer;
- The seniority of any barrister;
- The time taken to bring the case to a conclusion;
- The number of hearings to be attended;
- The number of witnesses involved;
- The number of documents to be considered; and
- The level of advice to be provided.

The above is not an exhaustive list but merely an indication of some of the factors that can affect the charges payable by you.

## Disbursements

Disbursements are costs relating to your case that we need to pay to third parties on your behalf.

Disbursements can include:

- The cost of a barrister;
- The cost of an expert (should one be required); and
- Any other additional third party fees that may need to be paid.

Sometimes expenses need to be incurred in order to assist you on your case. They are additional costs on top of the charges that are payable by you.

Expenses can include:

- the cost of travel (for example petrol, train fare or the like);
- the cost of overnight accommodation (if required); and
- photocopying of documents or bundles.

## Key stages of your case

The charges that we have set out above cover all the work we would undertake on your behalf. This will include the following key stages of an Employment Tribunal claim:

- Taking your initial instructions;
- Reviewing documents;
- Advising you on the merits of your case (together with the likelihood and amount of compensation if your claim was successful);
- Completing the pre-claim conciliation process with ACAS;
- Preparing (for a claimant) the claim form;
- Preparing (for a respondent) the response/defence to a claim;
- Reviewing and advising on the claim or response;
- Exploring and, where appropriate, negotiating settlement;
- Drafting 'without prejudice' correspondence;
- Drafting or reviewing a schedule of loss;
- Preparing for and attending any preliminary or case management hearings;
- Dealing with disclosure;
- Agreeing and preparing bundles of documents;
- Preparing witness statements;
- Advising on opposition witness statements;
- General correspondence with opposition;
- Agreeing a list of issues and/or chronology if required; and
- Preparing for, and attending, a final hearing, including briefing a barrister, where appropriate

The above is not an exhaustive list but should give you an idea of the key stages in your case.

## How long will my case take?

The timescale that it takes from taking your instruction to the final resolution of your matter will depend on the stage of which your case is resolved. Some cases are resolved within a matter of weeks. Others go all the way to a final hearing before the Employment Tribunal in which case it is likely to take between 6 to 12 months. These are guidelines only however and we will give you a more accurate timescale once we have more information and as the matter progresses,

## How we can help


The team at St James' Square Law Firm provide support and advice to HR Managers, Directors, individuals and owner-managed businesses.

We have a wealth of experience in employment and HR related matters.


If we can be of any assistance, please feel free to contact our Head of Employment & HR, Jackie Turner, on 0191 466 1252 and we will be happy to help.



2 Esh Plaza  
Sir Bobby Robson Way  
Great Park  
Newcastle upon Tyne  
NE13 9BA

 +44 (0)191 466 1000

 [info@sjs-law.co.uk](mailto:info@sjs-law.co.uk)

 [www.sjs-law.co.uk](http://www.sjs-law.co.uk)