

## EMPLOYMENT SERVICE FEES

### For Employees:

#### Employment Tribunal Claim:

- Submitting a claim to ACAS on behalf of the Claimant-£500 plus vat (TS The Early Conciliation process lasts for 6 weeks from the date of submission) TS for Employment Tribunal claims- This can vary depending on the Tribunal that the claim has been allocated to. This is dependent on the Claimant's place of work. Currently, due to COVID19, there is a severe backlog of claims that the Tribunal are having to process. Matter are usually listed for Preliminary hearings within 3-6 months of the ET1 application being submitted. Notice of hearing given for the full merits hearing depends on the number of days that the case has been listed for. Typically, the Employment Tribunal are allocating cases or full merits hearings, 12 months from the date that the claim is submitted.
- Employment Tribunal claims vary depending on the nature of the case. Unfair dismissal claims will cost in the region of £5000 plus vat. Additional disbursements would be Counsel's fees (inclusive of brief fee) £1150 plus vat per day of the hearing. Discrimination claims are usually costlier in the region of £8000 plus vat, plus Counsel's fees £1150 plus vat per day (including brief fee).
- Taking instructions from a client and submitting an ET1 - £600 plus vat to £800 plus vat
- Consideration of the ET3 - (£300 plus vat)
- Each Standard letter/ each email/each telephone call (£20.00 each)
- Negotiating with ACAS- £400 plus vat
- Preparing. Schedule of loss £350 plus vat
- Preparing a list of documents and consideration of Claimant's documents (varies depending on number of docs) (£400-£600 plus vat)
- Consideration of Respondent's list of documents and Respondent's documents (varies depending on number of docs) (£400-£600 plus vat)
- Preparing witness statements (depending on length of statement) (£400- £800 plus vat)
- Preparing a list of issues and Case Management Agenda (£200 plus vat)
- Consideration of witness statement from the Respondent (£250 plus vat per statement)
- Legal representation at the Employment Tribunal (brief fee (£250-£350 plus vat plus Counsel's fee £800 plus vat) per day rate
- Consideration of Judgement (£250 plus vat)
- Preparation of a review/Appeal (ranges between £300 plus vat to £1200 plus vat)

#### Additional costs

##### Pre-hearing Review

- list of documents -£200 plus vat
- Witness statement- £400 plus vat
- Consideration of Respondent's statement - £200 plus vat per statement

##### Requesting a medical report - £300 plus vat

Consideration of a medical report (dependent on length £250 plus vat - £300 plus vat)

Conference with Counsel (varies £600 plus vat - £800 plus vat)

## For Employer:

- Disciplinary matters - guiding an Employer through a disciplinary matter (hourly rate applies (£250 plus vat) (TS- this should be dealt with within a reasonable period of time- approx. 4-6 weeks or in adherence to the Employer's disciplinary code of conduct)
- Grievance matters- guiding an Employer through a grievance matter (hourly rate applies (£250 plus vat) TS- this should be dealt with within a reasonable period of time- approx. 4-6 weeks or in adherence to the Employer's grievance policy)
- Preparing a settlement agreement - £500 plus vat per employee – TS 1 week
- Disciplinary policies £700 plus vat TS 1 week
- Grievance policies £700 plus vat TS 1 week
- Contract of employments £500 plus vat TS 1 week approximately (depending on the number of contracts of employment to be prepared)
- Contract of Services £500 plus vat TS 1 week
- Other contractual documents for a business £250 plus vat hourly rate applies TS 1 week

TS for defending Employment Tribunal claims- This can vary depending on the Tribunal that the claim has been allocated to. This is dependent on the Claimant's place of work. Currently, due to COVID19, there is a severe backlog of claims that the Tribunal are having to process. Matters are usually listed for Preliminary hearings within 3-6 months of the ET1 application being submitted. Notice of hearing given for the full merits hearing depends on the number of days that the case has been listed for. Typically, the Employment Tribunal are allocating cases or full merits hearings, 12 months from the date that the claim is submitted.

- Employment Tribunal claims vary depending on the nature of the case. Unfair dismissal claims will cost in the region of £7000 plus vat. Additional disbursements would be Counsel's fees (inclusive of brief fee) £1450 plus vat per day of the hearing. Discrimination claims are usually costlier in the region of £10,000 plus vat, plus Counsel's fees £1350 plus vat per day (including brief fee).
- Taking instructions from a client and submitting an ET3 - £600 plus vat to £800 plus vat - Consideration of the ET1 - (£400 plus vat)
- Standard letters/emails/Telephone calls (£20.00 each)
- Negotiating with ACAS- £600 plus vat
- Preparing a list of documents and consideration of Respondent's documents (varies depending on number of docs) (£500-£700 plus vat)
- Consideration of Claimant's list of documents and Claimant's documents (varies depending on number of docs) (£400-£600 plus vat)

- Preparing witness statements (depending on length of statement) (£500- £800 plus vat) -
- Preparing a list of issues and Case Management Agenda (£200 plus vat)
- Preparing a joint bundle - £500 plus vat
- Consideration of witness statement from the Claimant (£250 plus vat per statement)
  
- Legal representation at the Employment Tribunal (brief fee (350-£450 plus vat plus Counsel's fee £1000 plus vat) per day rate
- Consideration of Judgement (£400 plus vat)

Additional costs:

Pre-hearing Review

- list of documents -£300 plus vat
- Witness statement- £500 plus vat
- Consideration of Claimant's statement - £300 plus vat per statement

Requesting a medical report - £400 plus vat

Consideration of a medical report (dependent on length £350 plus vat - £400 plus vat)

Conference with Counsel (varies £600 plus vat - £800 plus vat)

*VAT is charged at the prevailing rate (currently at 20%) and is payable on our fees and on most expenses which we are likely to incur on your behalf. There may be some situations in which VAT is not payable. We can provide guidance on this, however you are advised to seek your own independent tax advice in this regard.*