

Employment Tribunals

Who will be dealing with the matter?

All work will be carried out at your instructions by a qualified Solicitor (assisted in some cases by a Trainee Solicitor).

The Head of Department/ Supervisor: Aled Wyn Jones (Solicitor).

How we charge

Legal Aid may be available for matters of this kind depending on the seriousness and complexity of the case and your financial circumstances.

The costs information in this section therefore only applies in cases where Legal Aid is not available.

Our fees will be based on our hourly rate and the fee earner dealing with the matter. Our hourly rates range from £110 plus VAT @ 20% to £220 plus VAT @ 20%.

The total fees will depend on the complexity of each case, and will range from £1,500 plus VAT @ 20% to £20,000 plus VAT @ 20%. During the initial discussion we will be able to provide you with a more accurate estimate of the cost depending upon the information available. That cost estimate will be reviewed regularly if it becomes clear that the case is more complex than originally envisaged.

We would advise that whenever you feel you may have a claim you should immediately check your current home or content insurance policy as such policies may provide you with legal expenses cover. We are experienced with working with insurance companies in relation to employment claims

Disbursements - *These are payments that are payable to third parties and the likely disbursements are as follows:-*

- **Court or Tribunal fees.**
- **Counsel (Barrister's) fees.**
- **Expert fees.**

Where appropriate, we will provide you with an estimate of the likely disbursements before instructing and expert or Barrister.

How long will my case take?

Between 4 weeks and 12 months, depending if there is an early resolution or the matter proceeds to a full hearing.

KEY STAGES OF AN EMPLOYMENT TRIBUNAL

1. Taking your initial instructions, reviewing the documents and advising you on the merits of your claim and the likely compensation (subject to review throughout the progress of the case)
2. Entering into pre-claim conciliation with ACAS to explore whether a settlement can be reached (a mandatory step before a claim can be brought).
3. Preparing the Particulars of the Claim or (if appropriate) a Response.
4. Reviewing and advising on the Claim or Response.
5. Exploring settlement throughout the process.
6. Preparing or considering a Schedule of Loss.
7. Preparing for and attending any preliminary hearing (which could take place over the telephone).
8. Exchanging documents with the other party and agreeing a bundle of documents.
9. Drafting and taking witness statements and arranging for their signature.
10. Preparing a Bundle of Documents for use at the hearing.
11. Reviewing and advising on the other party's witness statements.
12. Agreeing a list of issues and chronology for the hearing.
13. Preparation for the final hearing, instructing a Barrister where necessary and attending and conducting the final hearing.

The above list is not exhaustive and other matters may arise during a case before a final hearing is reached.