

## **PRICE TRANSPARENCY INFORMATION FOR EMPLOYMENT (Claimant) WORK**

We offer a free 15 minute consultation over the telephone or in person.

Our charges are calculated with reference to the time spent on the matter unless a conditional fee is otherwise agreed.

Mrs. Ellie Humphris undertakes employment work subject to the supervision of Mr Jeff Williams. Mrs. Humphris has been working in employment law since 2013 and has a post graduate diploma in law. The hourly rate applicable for work undertaken by Mrs. Humphris is £170 + VAT.

The status of the matter and the likely timescale for each stage and the corresponding costs will depend on each individual case. In all cases, we will discuss and consider with you the options available to you.

### How long will my matter take?

The time it takes from taking your initial instruction 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 through ACAS, your case is likely to take 1-6 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 6 – 8 months. If additional preliminary hearings are required your case could take as much as 12 months or longer.

We shall provide you with details of the likely key stages of the matter together with best likely time estimate and best costs estimate as we can, specific to your case. As a guide however:

#### **1. A simple case approximately £5,000 + VAT**

A one day Hearing, limited number of documents, no difficulties agreeing issues with the Respondent

#### **2. A medium complexity case, approximately £5,000 - £10,000 + VAT**

More complicated or multiple issues, longer Hearing, larger number of documents, difficulties agreeing issues with the other side.

### **3. High complexity case, approximately £15,000 + VAT**

Factors that could make a case more complex:

- a) If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- b) Complex preliminary issues such as whether the Claimant is disabled or whether the Claimant is entitled to bring a claim
- c) The number of witnesses and documents
- d) Automatic unfair dismissal claims, in particular whistle blowing
- e) Allegations of discrimination which are linked to the dismissal

#### Key Stages

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

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revised throughout the matter and subject to change)
- Entering into negotiations as part of the compulsory ACAS conciliation process to explore whether a settlement can be reached
- Preparing the claim and issuing at Court
- Reviewing and advising on the response from the other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing a Schedule of Loss (List of the financial awards and compensation sought at tribunal)
- Preparing a list of the main issues in your case and agreeing it with the other party
- Preparing for (and attending) a preliminary Hearing
- Preparing a chronology and/or a list of discrimination
- Reviewing evidence and making requests for further disclosure of evidence from the other side
- Exchanging documents with the other party and agreeing a Bundle of documents
- Taking Witness Statements, assisting in drafting Statements and agreeing their contents with witnesses
- Preparing Bundle of documents and agreeing with the other side
- Reviewing and advising on the other party's Witness Statements

- Preparation and attendance at Final Hearing including Instructions to Counsel

The stages set out above are an indication and if some of the stages above are not required, the fee will be reduced.

### Conditional Fee Arrangements

If your case is deemed by us to have reasonable prospects of success at Tribunal, we may offer to work on a no win, no fee basis. This means that we will conduct the legal work on your behalf and you will not pay your legal costs as the case is ongoing. You will however be required to pay us 35% of any financial award you receive at any point during the process.

Before agreeing to work on a no win no fee basis, we will conduct an assessment of the strength of your case. We usually do not charge for an initial consideration of your case but if there is a large number of documents to consider or if you require our written advice we will charge a reasonable fee. We will always discuss this fee with you from the outset.

### Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

For the purposes of the guide provided above, Counsel's fees are estimated between £1,000 and £2,000 + VAT per day for attendance at a Tribunal Hearing (including preparation). As a guide, a simple case may be listed for 1 day only at Tribunal whereas a high complexity case involving discrimination is likely to be listed for 4 or even 5 days.

There are currently no fees payable to issue claims to the Employment Tribunal. You will however be asked to meet the reasonable expenses of attendance at a Tribunal such as travelling and parking costs etc. VAT will be charged on these expenses at the prevailing rate, as appropriate.

Please note that the above figures and time estimates provided are purely intended as a guide. Specific estimates for your matter will be provided at the commencement and during the course of your matter.

