



Taylor Bracewell
Your solicitors | Your success

Employment fees information

We offer a range of funding options for our employment law services – both for employees and for employers. For more information, please see below.

Please note that the fees below are an indication of charges and are on the assumption that the service required will not prove to be substantially more complex or time consuming than expected. Should this situation arise then we would of course let you know.

INITIAL INTERVIEW AND ADVICE FOR EMPLOYEES AND EMPLOYERS – £150 + VAT (at 20%)

What you get:

- 40-minute telephone consultation.
- An email confirming the main points of the discussion and advice given.

Please note we are unable to review documents as part of this service.

£250 + VAT (at 20%)

What you get:

- 1 meeting lasting up to 60 minutes.
- Review of up to 20 pages of documents*.
- A email/letter following the meeting confirming your instructions, providing legal advice and advice on your future options tailored to your specific needs and aspirations.
- Allocation to a member of our experienced Employment Team who will be your dedicated lawyer for future work.
- A clear and transparent estimate of fees for future work identified.

*if more documents need to be reviewed then further charges will apply, these will be confirmed in advance of any meeting.

EMPLOYMENT TRIBUNAL ADVICE AND REPRESENTATION – FOR EMPLOYEES AND EMPLOYERS

If you are involved in an Employment Tribunal claim, we can assist you throughout the process and represent you at any hearings. We can also provide assistance for each stage of the process if you prefer, from preparing and filing your Employment Tribunal claim form to representation at a final hearing.

We offer fixed fees and other types of funding:

- **Fixed Fees**

The overall cost will depend upon the experience and year of qualification of the lawyer dealing with your case, the complexity of the case and the number of witness involved.

- (i) Preparation of your claim form or response form to the Employment Tribunal – **£750 plus VAT (at 20%).**
- (ii) Preparation for and attendance at telephone preliminary hearing – **£750 plus VAT (at 20%).**
- (iii) Consideration of and advice upon receipt of the response form - **£250 plus VAT (at 20%).**
- (iv) Preparation of a Schedule of Loss setting out the value of your claim - **£250 plus VAT (at 20%)**
- (v) Preparation of a list of documents and bundle. This can vary considerably depending on the number of documents and complexity of the case. In straightforward cases this will usually involve one or two hours work but in more complex cases the amount of time to deal with this can be greater. We will agree a fee with you before completing the work.
- (vi) Preparation of Witness Statements (per witness) Usually between 2 – 6 hours. Preparation time and attendance upon your witnesses and you can vary considerably depending on the number of witnesses and the length of the witness statements. We will give you a more accurate estimate when we are aware of the number of witnesses you will need to call and the amount of evidence that will be covered in your statements.
- (vii) Preparation of Instructions to Counsel (if required) **£150 plus VAT(at 20%)**
- (viii) Representation at a final hearing - **£2,000 plus VAT (at 20%) for a one-day hearing and £1,000 plus VAT (at 20%) for any subsequent days.**

In addition to the preparation time set out above, you will be charged for routine letters, emails, telephone calls and attendance as detailed in our terms and conditions of business. Longer emails or correspondence are charged in accordance with the time spent dealing that item.

- **No Win No Fee Agreements (damages based agreements)**

Subject to an assessment of your case we can take your case on a no win no fee agreement. We will never take your case on this basis unless we believe that you have good prospects of winning your case.

Under these agreements we will take 35% inclusive of VAT of any settlement or Employment Tribunal award. If you lose your case, you will pay us nothing except any disbursements. Disbursements are costs payable to third parties and may include:

- Fees for a medical report.
- Barrister's fees.
- Search fees.
- Travel expenses.

We may also be able to offer a No Win No Fee arrangement for negotiation to settle your employment dispute.

Legal Expenses Insurance

Many household insurance policies contain legal expenses cover that may cover you for employment disputes. Check with your home or motor insurance provider to see if you have such cover.

If you do have cover then we can take your case on this basis and your insurer will pay our fees.

Settlement Agreements (formerly known as Compromise Agreements)

- (i) **For employees.** Your employer will offer you a contribution towards your legal fees and in the vast majority of the cases we will not charge you any more than your employer has offered to both advise you upon the agreement and negotiate a better settlement for you if appropriate. Please note the minimum fee for this work is £350 + VAT (at 20%) for a standard agreement. If the agreement is complex (for example due to containing restrictive covenants) then the cost will be higher. Furthermore, if you want us to negotiate a better deal we will need to charge you for this work. Very often, we are happy to do this work on a fixed fee.
- (ii) **For Employers. A fixed fee of £750 plus VAT (at 20%)** to prepare a standard basic settlement agreement and deal with any settlement negotiations that follow.

Contracts of Employment, policy documents and Staff Handbooks (for employers)

We can provide you with a wide variety of policy documents and staff handbooks that have been tailored to your business and your particular requirements. We can also review your existing contracts, policies and procedures and update them as required to reflect current legislation and best practice.

- (1) A standard Contract of Employment. **Fixed fee £250 plus VAT (at 20%).**
- (2) A basic Staff Handbook with key policies (further policies can be added for an additional fee) **Fixed Fee £850 plus VAT (at 20%).**
- (3) A simple Director's Service Agreement. **Fixed Fee £750 plus VAT (at 20%).**
- (4) Bespoke disciplinary and grievance procedures. **Fixed Fee £250 plus VAT (at 20%).**

(5) Absence and absence management policies. **Fixed Fee £250 plus VAT (at 20%)**
In addition, we are able to create numerous other policies at your specific request.

Training courses/Management Training

We offer training courses at your premises for you and your managers. Popular courses include dealing with absence and handling disciplinary and grievance procedures but we can provide training on any subject that is important to you.

Half-day course - £550 plus VAT (at 20%)

Full-day course - £850 plus VAT (at 20%)

Our lawyers

Richard Lozano (Head of Employment, Solicitor). Charging rate £270 per hour plus VAT (at 20%).

Our fees in respect of claims of unfair or wrongful dismissal

Our average fees for bringing or defending a claim of unfair or wrongful dismissal in an employment tribunal, range, depending on the complexity of the case, are between £8,000 to £10,000 plus 20% VAT, if the case proceeds to a full employment tribunal hearing. However, if the case is settled before reaching a full hearing, then the cost will be less.

For complicated cases (for example, also involving other employment law claims such as discrimination matters), the cost is usually more.

In addition to our fees, please note that we may recommend the use of external counsel (a barrister) for representation at the Employment Tribunal. The fees for carrying out advocacy at an Employment Tribunal hearing will be in addition to the costs noted above, typically for a single day hearing the costs are £1500 - £2500 + VAT (at 20%) and £1,000-1,500 + VAT (at 20%) for each subsequent day.

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

- Taking your initial instructions and reviewing the papers.
- Advising you on merits of your case and the likely compensation (this is likely to be revisited throughout the matter and subject to change as the case develops)
- Entering into pre-claim conciliation with ACAS where this is mandatory to explore whether a settlement can be reached on favourable terms.
- Preparing the claim form or response to submit to the Employment Tribunal.
- Reviewing and advising on a claim or response from another party and updating our assessment of the merits of your case.
- Exploring settlement and negotiating terms throughout the process (the majority of cases settle before a hearing).
- Dealing with disclosure of documents and preparation of Witness Statements
- Drafting a Schedule of Loss which will set out the losses being claimed (or counter schedule if we are acting for an employer).
- Preparing for (and attending) a Preliminary Hearing (not all cases will require a Preliminary Hearing, we will advise you on this and whether this is likely at the earliest possible stage).

- Preparing bundle of documents for a hearing.
- Agreeing a list of issues, a chronology and/or cast list where this is required by the Employment Tribunal.
- Preparation and attendance at the full merits hearing, or instructing Counsel to do the same.

Timescales

It is difficult to predict the timescales for a case as each is different. However an employment tribunal case of unfair or wrongful dismissal will generally commence within three months of the date of dismissal and will usually be concluded within six to nine months subject to the capacity of the Employment Tribunal where the case is lodged. (The case will take longer if there is an appeal to the Employment Appeals Tribunal).

A full Employment Tribunal hearing for a case of unfair or wrongful dismissal will usually last for between one and three days (although cases also involving other matters, such as discrimination or protected disclosure ('whistleblowing') claims, are likely to last longer). Where cases are very complex, where the matter requires a hearing of several days, the timescales can be longer, potentially up to 12 months (and longer in exceptional cases).

If you instruct us to deal with a Settlement Agreement, we will endeavour to advise you as quickly as possible, and we can typically advise you within 1-3 working days from when you first instruct us. A Settlement Agreement is normally completed in about one week, however each case is different, for example timescales depend on your instructions, the complexity of the matter and if negotiations are required the process will take longer.

More generally, we will deal with your work in a reasonable timescale and aim to complete this within the desired time period. At the commencement of a particular piece of work, we will provide you with an estimate of the time it will take to deal with the matter and keep you regularly updated about this.