

Fees List – January 2022

Employment

Please note that we charge Value-Added Tax (VAT) in addition to our fees. VAT is currently payable at the rate of 20%.

We charge fixed fees on certain kinds of work and no-win-no-fee arrangements/damages-based agreements, may be agreed on a case-by-case basis.

VAT is payable on our fees and Counsel's fees at the prevailing rate, which is currently 20%.

Fixed fees are usually paid in relation to the following types of work:

Settlement Agreements

£500 plus VAT

If protracted negotiations with the employer are required and/or the matter is particularly complex, we can charge up to £1,000, plus VAT, to reflect the additional work involved.

Please note that this does not include advice on ancillary documents such as share/share options and other award schemes or post termination restrictions the charges for which are referred to below.

Preparing/Amending & Updating Contracts of Employment / Workers Agreements / Consultancy Agreements / Employment Policies

Description	Fees
Up to five policies/procedures.	£500 plus VAT
Six to ten policies/procedures.	£750 plus VAT
Eleven plus policies/procedures.	£1,000 plus VAT

Preparing/Amending & Updating Staff Handbooks

Description	Fees
Basic	£750 to £1000, plus VAT
Medium/complex	£1000 to £1500, plus VAT

Advising on Post Termination Restrictions/Contractual Provisions

Description	Fees
Basic	£500 plus VAT
Medium/Complex	£1000 plus VAT

If the matter is particularly complex, we may charge £1,000, plus VAT, to reflect the additional work involved. We may, in addition, advise that Counsel be instructed and you can expect to pay an additional £750, plus VAT (£900), for Counsel's advice on the matter.

Our pricing for bringing and defending claims for unfair dismissal, breach of contract, wages or unpaid holiday claims are as follows:

Description	Fees
A simple matter	<p>Solicitor conduct of case £3,000, plus VAT OR £250 an hour plus VAT</p> <p>Counsel for hearing(s) - Counsel are independent third parties who set their own fees. We will obtain fee indications for your approval before any third party is instructed by us on your behalf. A general indication of likely counsel fees is given below.</p>
A more complex matter	<p>Solicitor conduct of case £4,000, plus VAT OR £250 an hour plus VAT</p> <p>Counsel for hearing (s) - Counsel are independent third parties who set their own fees. We will obtain fee indications for your approval before any third party is instructed by us on your behalf. A general indication of likely counsel fees is given below</p>

Factors which could make the matter more complex

- If it is necessary to make, or defend, applications to amend claims, or to provide further information about an existing claim;
- Defending claims that are brought by *Litigants in Person*;
- Making or defending a costs application;
- Complex preliminary issues, such as whether the claimant is disabled (if this is not agreed by the parties);
- The number of witnesses and documents;
- If it is an automatic unfair dismissal claim (e.g., if you are dismissed after blowing the whistle on your employer);
- Allegations of discrimination, which are linked to the dismissal; and
- There will be an additional charge for attending a Tribunal Hearing of £1,000/£1,500 per day (plus VAT) if we attend. Generally, we would allow 3 – 10 days depending on the complexity of your case.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. You must either pay any disbursements directly yourself or place us in funds so we can make payment on your behalf when due.

Counsel's fees are estimated at between £1,000 and £2,500 per day (depending on the experience of the advocate) for attending a Tribunal Hearing (including preparation).

Counsel will also be paid a *Brief Fee* of £1,500 to £10,000, plus VAT depending on the complexity of your case and time spent by Counsel reading into your case and preparing it for the hearing.

If you are bringing a claim which includes a complaint of disability discrimination you will usually be required to provide medical notes held by your GP and/or a medical report. The fees charged depend on the doctor concerned but in our experience GPs charge up to £50 (with no VAT) for medical notes and a doctor/consultant will charge between £250 to £500 plus VAT for a medical report depending on complexity/work involved.

Key Stages

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

Key Stage	Likely Timescale
Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change).	1-2 weeks
Entering into pre-claim conciliation, where this is mandatory, to explore whether a settlement can be reached.	1 month from the start of early conciliation (unless this is terminated earlier by either party).
Preparing a claim, or response.	14 days from the receipt of instructions.
Reviewing and advising on a claim, or response, from other party.	14 days from the receipt of claim/response.
Exploring settlement and negotiating settlement throughout the process	Throughout the conduct of the case.
Preparing or considering a Schedule of Loss	14 days from the receipt of instructions, or within any timescale ordered by the tribunal.
Preparing for (and attending) a Preliminary Hearing.	As confirmed by the Notice of Hearing.
Exchanging documents with the other party and agreeing a bundle of documents.	In accordance with an order of an employment tribunal (typically, 28 days from Preliminary Hearing).
Taking witness statements, drafting statements and agreeing their content with witnesses.	Bundle of documents, in accordance with an order of tribunal (typically, 6 weeks before the hearing date).
Preparing a bundle of documents.	Typically, 2 months before the hearing date.
Reviewing and advising on the other party's witness statements.	Within 14 days after the exchange of witness statements.
Agreeing a list of issues, a chronology and/or cast list	Typically, 21 days before the hearing date.
Preparation and attendance at Final Hearing, including instructions to Counsel.	Typically 21 days up to and including the hearing

The stages set out above are an indication of the key stages with timescales and if some of the stages above are not required, the fee will be reduced. You may wish to handle the claim

yourself and only have our advice in relation to some of the stages. This may be arranged based on your individual needs.

If your case includes a claim of discrimination, whistleblowing, or any other matter, which will require further evidence, more complex advice and/or a lengthier trial, the pricing is as follows:

Description	Fees
A simple matter	£5,000, plus VAT OR £250 per hour plus VAT for solicitor conduct of matter AND Counsel for hearing(s) - Counsel are independent third parties who set their own fees. We will obtain fee indications for your approval before any third party is instructed by us on your behalf. A general indication of likely counsel fees is given below.
A more complex matter	£7,000, plus VAT OR £250 per hour plus VAT for solicitor conduct of matter AND Counsel for hearing(s) - Counsel are independent third parties who set their own fees. We will obtain fee indications for your approval before any third party is instructed by us on your behalf. A general indication of likely counsel fees is given below.

Counsel's fees are estimated at between £1,000 and £2,500 per day (depending on the experience of the advocate) for attending a Tribunal Hearing (including preparation). Counsel will also be paid a Brief Fee of £1,500 to £10,000, plus VAT depending on the complexity of your case and time spent by Counsel reading into your case and preparing it for the hearing.

The fees above DO NOT include the cost of enforcing any award, including the costs for compensation, or costs. The following fees would apply to enforce an award, or order:

Basic enforcement measures (bailiffs)	£500, plus VAT and bailiff's costs at £60 And counsel fees if counsel used for hearing (see below)
Oral examination	£500, plus VAT and court fee at £59 And counsel fees if counsel used for hearing (see below)
Third-party Debt Order	£500 plus VAT and court fee of £119 And counsel fees if counsel used for hearing (see below)
Attachment of earnings order	£500 plus VAT and court fee of £119

	And counsel fees if counsel used for hearing (see below)
Warrants (County Court)	£500 plus VAT and issue fee of £83-£130 according to the type of application And counsel fees if counsel used for hearing (see below)
Writ (High Court)	£500 plus VAT and issue fee of £71 And counsel fees if counsel used for hearing (see below)
More complex enforcement measures (e.g., bankruptcy/winding up)	£250 per hour, plus VAT plus court issue fee according to process used: Winding up issue fee £1880 OR Bankruptcy petition £990 (petition deposit) and £302 (court costs) And counsel fees if counsel used for opinion and/or hearing (see below)

If counsel is used their fees are set by counsel's clerk. Counsel will typically charge up to £750 plus VAT to represent at an enforcement hearing. If one of the more more complex enforcement measures required counsel will typically charge up to £750 per hour plus VAT for an opinion and to represent at a hearing a brief fee of £1500 plus VAT and £1000 plus VAT per day.

How long will my matter take?

The time that it takes from taking your initial instructions, 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, your case is likely to take 4 to 8 weeks.

If your claim proceeds to a Final Hearing, your case is likely to take 26 to 52 weeks. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses. These timescales relate to bringing the case to conclusion before the employment tribunal. If any award needs to be enforced (as referred to above) an addition 26-52 weeks should be allowed for.

Legal Expense Insurance

If you have home contents, or buildings, insurance, you should check whether you have legal expense insurance as part of the policy. You have the right to choose your solicitor and so if your insurer tries to compel you to use a solicitor from their panel, please refer them to us and we will challenge them on this point and insist that you can continue to use this firm if you so wish.

If you do have insurance, we may be able to fund your claim under the terms of the policy. If you have either contents, or buildings, insurance, please provide a copy of the policy, so that we can review the terms with you and see if cover might be available. If you have another kind of legal expense insurance cover, please also provide a copy of the policy so that we can review it with you to see if cover is available. The policy is likely to only cover you from

the time we issue proceedings, so any work carried out by the practice before this will still have to be paid on a private, hourly, basis. You will need to check this with your insurer.

No-win no-fee

We currently do not offer no-win-no-fee funding arrangements.

Legal aid

We do not participate in the Legal Aid Scheme. You are referred to **www.gov.uk/legal-aid/how-to-claim**.

We offer a free consultation for 10 minutes, in which we will discuss and give you basic advice as to your case.