

## Employment Tribunal Claims for Employers

We advise Employers of all sizes across a wide range of industries on dealing with Employment Tribunal claims, Early Conciliation and other options for resolving employment disputes. We also provide advice and guidance on a number of employment related matters including settlement agreements, contracts of employment, staff handbooks and policies, grievance and disciplinary procedure

As an employer, you have a legal duty to provide a fair working environment. If an employee raises an issue or makes a claim to the Employment Tribunal it is important to have the right expert advice to protect your business and reputation.

Our fees are usually calculated on an hourly rate which will range between £161 - £300 plus VAT depending upon the level of expertise needed. We will provide you with an estimate of costs and consider with you the funding options available once we have had an initial consultation.

In addition to our costs there are advocacy costs in arranging for you to be represented at a hearing in the Tribunal. Barrister's costs can also include advising and drafting. Barrister's costs can range anywhere between £750 plus VAT and £2,500 plus VAT.

We may have to make other payments on your behalf and these are normally known as disbursements. Disbursements include for example expert's fees, travel expenses, photocopying. We will provide you with an estimate of the disbursements that might be incurred during the course of your claim at the start and throughout.

For Employment Tribunal claims and in particular unfair dismissal claims when the claim will be defended the typical costs that can be incurred range between £6,000 and £10,000 plus VAT and the average time estimate for a case is between 9 and 12 months.

All cases are different in terms of complexity but we aim to keep you informed throughout the case and if there is a change to the estimate we will review the costs with you.

The typical steps in a claim on your behalf are:

- Writing to your employee and seeking to negotiate a settlement
- ACAS Conciliation
- Reviewing and advising you on your employees claim in the Tribunal
- Drafting the necessary documentation to respond to a claim
- The Tribunal will either issue directions with a timetable for the claim or request a hearing by telephone conference to consider what timetable should be put in place for the claim
- Preparing and submitting a Schedule of Loss
- Preparing a list of all documents relevant to the claim and exchanging with your employee documents
- Preparing witness statements
- Preparing a trial bundle for the final hearing
- Instructing a barrister to represent you at hearings

Additional steps can increase costs, for example:

- Where there is more than one preliminary hearing
- Making an application to the Tribunal to amend a response to a claim
- Making applications to the Tribunal where your employee fails to comply with the timetable or we are unable to comply with a specific order because of unforeseen circumstances.
- Mediation
- More work is necessary because of the level of documentation disclosed or the number of witnesses involved
- The estimates do not include appeals

If you require further information before embarking upon a claim contact us on 01264 363 354 or email [enquiries@talbotwalker.co.uk](mailto:enquiries@talbotwalker.co.uk).