

# COX & HODGETTS

## SOLICITORS

solicitors@coxhodgetts.uk T : 01386 442513

### Employment Tribunals

(unfair or wrongful dismissal) For members of the public and for small businesses

#### Price Information

Our charges will be calculated mainly by reference to the time actually spent by the solicitor and other staff in respect of any work which they do on your behalf. This may include meetings with you and perhaps others; reading, preparing and working on papers; making and receiving telephone calls; emails and faxes; preparation of any detailed costs estimates and bills and time necessarily spent travelling away from the office.

Routine letters and emails that we send and receive and routine telephone calls that we make and receive are charged at one tenth of the hourly rate. Other letters, emails and calls are charged on a time spent basis.

The current hourly rates are set out below. We will add VAT to these at the rate that applies when the work is done.

- Partners: £240.00
- Solicitors: £230.00
- Legal Executives and Residential Conveyancers: £200.00
- Trainee Solicitors: £165.00

These hourly rates will be reviewed periodically to reflect increases in overhead costs and inflation. Normally the rates are reviewed with effect from 1st April each year. If a review is carried out before a particular matter has been concluded you will be informed of any variation in the rate before it takes effect.

#### Cost of making or defending Employment Tribunal claims

The Legal costs involved will depend on the complexity of the case and an approximate range of costs is included below: -

- Simple case - £5,000.00 to £7,000.00 excluding VAT
- Medium complexity case - £7,000.00 to £10,000.00 excluding VAT
- High complexity case - £10,000.00 to £25,000.00 excluding VAT

#### Factors that could make a case 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

#### Disbursements

Disbursements are costs relating to your matter that are payable to third parties such as Counsel's fees estimated at between £1,500.00 and £3,000.00 per day (depending on experience of the Advocate) for attending a Tribunal Hearing (including preparation).

We will require payment by you in advance (sometimes called "on account") in respect of all disbursements.

#### Service Information

All tribunal work within this firm is undertaken by Paul John Povey (Solicitor, admitted in 2004). Occasionally a trainee will assist under the supervision of the Solicitor named above.

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### How long will the matter take?

The time 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-action conciliation your claim is likely to take six to twelve weeks. If your claim proceeds to a Final Hearing your case is likely to take anything up 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 as the matter progresses.

### Key stages

You may wish to keep in mind the following key stages: -

- Taking your initial instructions, reviewing the papers and advising you on the merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation is normally mandatory to explore whether a settlement can be reached
- Preparing a claim or response
- Reviewing and advising on a claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and / or case list
- Preparation and attendance at Final Hearing, including instructions to Counsel

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