



Employment Advice Fees

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*The estimates given in this document are to be read in conjunction with our terms of business which can be found on our website, or you can request a copy from us by post or email. They do not include any administrative fees or disbursements which are required in verifying your identity as part of compliance and anti-money laundering requirements

Fee Options

There are a number of fee options available to clients all of which will be discussed with clients at the outset. For employees who are bringing an employment claim, we will advise you to consider whether you may have funding and legal assistance available to you from your trade union or under the terms of an insurance policy. For employers, we will always advise you to consider whether you may have insurance that will cover your legal expenses. If you have insurance, you may be offered the assistance of a panel solicitor. We do not generally undertake work for insurers under legal expenses insurance. Where these options are not available and/or you choose to instruct us, these are the funding options;

You pay our fees on a privately funded basis

You pay us at an hourly rate for the work that we do. Our current hourly rates at the date of writing are:

Pamela Horobin £275 per hour plus VAT

Michele Ashton £275 per hour plus VAT

Trainee Solicitor £195 per hour plus VAT

Fixed fee

Where it is possible and appropriate to do so we will agree a fixed fee for the work that we will do. VAT will be charged in addition to any fixed fee.

We will agree with you what work we will do for what fee. When we have completed that work, you will be able to review progress and what has been achieved and decide if you wish to instruct us to do further work.

Damages Based Agreements for Employees

If you are an employee bringing a claim against your employer, we may agree to take your case on the basis that we will be paid out of any money paid to you as either as an on out of court settlement, or as compensation after a court or tribunal hearing.

We will agree with you the percentage that we will be paid but typically this will be in the region of 30-35% including vat depending on the complexity of the claim.

Sometimes we will not know the strength of your claim until we have drawn up your formal claim, issued it in the tribunal and received the employer's response. We will do the work up to that point on a fixed fee basis and thereafter as explained in this paragraph.

Unfair Dismissal and Wrongful Dismissal Claims

Where we are acting for clients (both employees and employers) in bringing or defending claims for unfair dismissal or wrongful dismissal and where clients are paying us on a privately funded basis our fees are as follows;

Simple Case

In a simple case, that is, the claim is relatively straightforward and there are no complex or unusual legal issues to be considered; there are no lengthy or complex legal or technical documents to be considered; there is a one day hearing;

Our charges may be in the range of £5,000 to £6,000 plus VAT (£1,000-£1,200)

Moderately Complex Case

In a more complex case, that is, there may be some issues of discrimination, more complex legal issues, a number of witnesses, a larger number of documents to be considered; a 2-4 day hearing;

Our charges may be in the range of £8,000 to £9,000 plus VAT (£1,600-£1,800)

Highly Complex Case – Multiple Complex Issues

In highly complex cases, that is, there are claims of discrimination, whistleblowing, the employee is a senior employee such as a Director or senior manager; there are complex contractual considerations; there are complex and numerous documents to be considered; there may be numerous witnesses; there may be complex preliminary issues such as limitation or establishing the status of the employee; there may be a need to obtain medical or other expert reports; there is a 5–7-day hearing;

Our charges may be in the range of £8,500 to £15,000 plus VAT (£1,700-£3,000)

If we anticipate that the fees are going to increase, we will always advise you during the course of our instruction and provide you with a revised estimate wherever possible.

What do the charges cover?

Where we are charging in line with our fee scale set out above, the fees that we will charge will typically cover the following work;

- Taking your initial instructions
- Reviewing the paperwork and advising you on the merits and options available to you and the likely compensation awards, based on what we know at this point
- Dealing with pre-claim conciliation via ACAS
- Drawing up the claim form or, the response to the claim form. Reviewing the claim or the response as appropriate.
- Dealing with case management matters from the Tribunal
- Early settlement negotiations and discussions
- Preparing a schedule of loss and supporting documentation
- Preparing witness statements and reviewing the other party's witness statements
- Agreeing and preparing the bundle of documents for the hearing
- Agreeing the issues to be put to the tribunal
- Instructing Counsel (where appropriate)
- Preparation for and attendance at the substantive hearing

What is not included?

Some additional factors may make what might otherwise be a simple case into a more complex one and these may not always be apparent from the start. Examples include:-

- where a party dis-instructs their representation and is now representing him or herself
- we have to ask the tribunal to require the other side to disclose documents
- we have to ask the tribunal to strike out a claim

Sometimes things happen that may reduce the cost, such as early settlement without the need for a hearing, either because of negotiation or after mediation.

Disbursements

These are payments or fees that we have to pay out on your behalf to progress your case and include things such as:-

- special postage (plus vat)
- copying charges – starting at 10p per black and white A4 sheet (plus vat)
- court fees where appropriate (but bearing in mind that applicants no longer have to pay a fee to issue a claim in the employment tribunal)
- expert's fees and Barrister's fees for advising on the merits of a claim or appearing for you at a hearing
- Barrister's fees are in addition to any fees that we charge and are subject to vat. We may also charge you our expenses of travelling to a hearing and the time for doing so. Most disbursements are subject to vat.
- Anti-money laundering searches

How long will this take?

It is difficult to give an accurate time scale in general terms. If the claim is settled by negotiation and agreement, it can often be dealt with in a matter of weeks from when we are instructed and, in our experience, most cases do settle by negotiation.

The more complex the case is and where there is no possibility of a settlement, it will take much longer to conclude because of the need to go through all of the tribunal processes and then wait for tribunal availability. In simple or medium complexity cases it can take between 6-9 months for a tribunal date and in higher complexity cases it can take between 9-12 months to get a tribunal date. We will always update you on progress and time scale as we go along.

If we anticipate that the fees are going to increase, we will always advise you during our instruction and provide you with a revised estimate wherever possible.

Our Employment Law Team

For information about the professionals involved in providing the services detailed in this guide see the following links: -

[Pamela Horobin](#) is a qualified solicitor and a director of Progression Solicitors, with experience of dealing with both contentious and non-contentious employment law matters and who has overall supervisory responsibility for all employment law matters at Progression.

[Michele Ashton](#) is a solicitor who has experience of employment law matters both contentious and non-contentious.

Trainee Solicitors

We normally have at least one trainee solicitor in the firm who may provide assistance in employment matters to qualified solicitors, such as the preparation of documents and court bundles, taking witness statements and attending at tribunal and court hearings. All trainee solicitors work under the close supervision of qualified solicitors.