

# Employment



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## Employment Tribunal: Introduction

Before instructing a legal adviser to represent you in an Employment Tribunal claim, you should establish whether you have access to any trade union membership or insurance cover for the necessary work. For individuals, we recommend checking whether you have insurance through any bank account terms or household insurance. For businesses, we recommend checking your business insurance policies to see if commercial disputes are covered.

Please note, ACAS early conciliation is a pre-requisite to all employment tribunal claims. However, the pricing below does not include any legal assistance within early conciliation, nor does it include any settlement discussions which may take place pre-action.

Employment Tribunal claims can be stand-alone claims or can have multiple heads of terms. An example of a stand-alone claim would be a claim for unfair dismissal or wrongful dismissal only. An example of multiple heads of terms would be the same individual bringing claims of unfair dismissal, direct disability discrimination and breach of contract against the same respondent. For clarity, the below pricing is based upon the bringing or defending of a stand-alone employment claim.

### Fees

Our pricing for bringing and defending claims for unfair or wrongful dismissal (excluding Disbursements as listed below)

Simple case: £5,000 - £12,500 (excluding VAT\*)

Medium complexity case: £12,500 - £25,000 (excluding VAT\*)

High complexity case: £25,000 - £50,000+ (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

There will be an additional charge for attending a Tribunal Hearing of £1,000 per day, excluding VAT (£1,200 inclusive of VAT). Generally, we would allow 1-2 days depending on the complexity of your case. However, please note that, apart from some preliminary hearings we will usually instruct counsel (a barrister). We refer to their fees under the heading below.

Prices are based upon the instructed team's hourly rates which currently are:

- Partner: £280 plus VAT\*
- Director/Senior Associate: £275 plus VAT\*
- Associate: £255 plus VAT\*
- Solicitor/Legal Executive: £230 plus VAT\*
- Trainee Solicitor/Paralegal: £200 plus VAT\*
- Team Assistant: £140 plus VAT\*

Price Transparency – March 2025

\*The current VAT rate as at 25 March 2025 is 20%

## Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel's fees estimated between £1,500 and £2,500 excluding VAT (£1,800 - £3,000 inclusive of VAT) per day (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation).

## Stages

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

- 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)
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing claim or response
- Reviewing and advising on 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 cast list
- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of 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 can also be arranged on your individual needs.

NOTE: We undertake to complete the work outlined with you within the price agreed. However, should we advise you that additional work is required not covered by the fixed price then we will apply our standard charging rates which will be outlined to you in our client care letter and terms and conditions.

## 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 2-4 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 6-12 months. 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. It should also be borne in mind that there are some periods when Employment Tribunals take longer in dealing with cases because of the availability of Judges and other staff. A complex multi-day case may take even longer than 12 months and could be around 18 months.

## Your Employment Law Team

The profiles of the practitioners in our team can be found [here](#).

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