



Taylor *Bracewell*

Your solicitors | Your success

Employment fees information

We offer a range of funding options for our employment law services – both for employees and for employers. For more information, please see below.

FIRST INTERVIEW AND ADVICE FOR EMPLOYEES AND EMPLOYERS - £225 PLUS vat

What you get:

- 1-1.5-hour meeting
- A letter following the meeting comprehensively confirming your instructions, providing legal advice and advice on your future options tailored to your specific needs and aspirations.
- Allocation to a member of our experienced Employment Team who will be your dedicated lawyer for future work.
- A clear and transparent estimate of fees for future work identified.

EMPLOYMENT TRIBUNAL ADVICE AND REPRESENTATION – FOR EMPLOYEES AND EMPLOYERS

If you are involved in an Employment Tribunal claim, we can assist you throughout the process and represent you at any hearings. We can also provide assistance for each stage of the process if you prefer, from preparing and filing your Employment Tribunal claim form to representation at a final hearing.

We offer fixed fees and other types of funding:

- **Fixed Fees**

The overall cost will depend upon the experience and year of qualification of the lawyer dealing with your case, the complexity of the case and the number of witness involved.

- (i) Preparation of your claim form or response form to the Employment Tribunal – **Fixed Fee £600/£750 plus VAT.**

- (ii) Preparation for and attendance at telephone preliminary hearing -**Fixed fee of £500/750 plus VAT.**
- (iii) Consideration of and advice upon response form - **£160/220 plus VAT.**
- (iv) Preparation of a Schedule of Loss setting out the value of your claim - **£60-£110 plus VAT**
- (v) Preparation of a list of documents and bundle. This can vary considerably depending on the number of documents and complexity of the case. In straightforward cases this will usually involve one or two hours work but in more complex cases the amount of time to deal with this can be greater. We will agree a fee with you before completing the work.
- (vi) Preparation of Witness Statements (per witness) Usually between 2 – 6 hours (where the hourly rate is either £160 or £220 plus VAT). Preparation time and attendance upon your witnesses and you can vary considerably depending on the number of witnesses and the length of the witness statements. We will give you a more accurate estimate when we are aware of the number of witnesses you will need to call and the amount of evidence that will be covered in your statements.
- (vii) Preparation of Instructions to Counsel (if required) **1 hour £160/220 plus VAT.**
- (viii) Representation at a final hearing - **£1000 plus VAT for a one-day hearing and £500 plus VAT for any subsequent days.**

In addition to the preparation time set out above, you will be charged for routine letters, emails, telephone calls and attendance as detailed in our terms and conditions of business. Longer emails or correspondence are charged in accordance with the time spent dealing that item.

- **No Win No Fee Agreements (damages based agreements)**

Subject to an assessment of your case we can take your case on a no win no fee agreement. We will never take your case on this basis unless we believe that you have good prospects of winning your case.

Under these agreements we will take 35% inclusive of VAT of any settlement or Employment Tribunal award. If you lose your case, you will pay us nothing except any disbursements. Disbursements are costs payable to third parties and may include:

- Fees for a medical report.
- Barrister's fees.
- Search fees.
- Travel expenses.

- **Legal Expenses Insurance**

Many household insurance policies contain legal expenses cover that may cover you for employment disputes. Check with your home insurance provider to see if you have such cover.

If you do have cover then we can take your case on this basis and your insurer will pay our fees.

Settlement Agreements (formerly known as Compromise Agreements)

- (i) **For employees.** Your employer will offer you a contribution towards your legal fees and in the vast majority of the cases we will not charge you any more than your employer has offered to both advise you upon the agreement and negotiate a better settlement for you if appropriate.
- (ii) **For Employers. A fixed fee of £750 plus VAT** to prepare the agreement and deal with any settlement negotiations that follow.

Contracts of Employment, policy documents and Staff Handbooks (for employers)

We can provide you with a wide variety of policy documents and staff handbooks that have been tailored to your business and your particular requirements. We can also review your existing contracts, policies and procedures and update them as required to reflect current legislation and best practice.

- (1) A standard Contract of Employment. **Fixed fee £200 plus VAT.**
- (2) A comprehensive Staff Handbook. **Fixed Fee £850 plus VAT.**
- (3) A Director's Service Agreement. **Fixed Fee £500 plus VAT.**
- (4) Bespoke disciplinary and grievance procedures. **Fixed Fee £200 plus VAT.**
- (5) Absence and absence management policies. **Fixed Fee £200 plus VAT**

In addition, we are able to create numerous other policies at your specific request.

Training courses/Management Training

We offer training courses at your premises for you and your managers. Popular courses include the GDPR, dealing with absence and handling disciplinary and grievance procedures but we can provide training on any subject that is important to you.

Half-day course - £400 plus VAT

Full-day course - £800 plus VAT

Our lawyers

Scott Sim (Solicitor), qualified in April 2000. Charging rate **£220/hour**.

Harriet Gardner (Employment Lawyer). Charging rate **£160/ hour**.