

EMPLOYMENT LAW - Employee

Service	Acting for an employee bringing a claim in the Employment Tribunal.
Cost	<p>The overall cost of a claim will often vary dependent upon the claims advanced and the complexity.</p> <p>Running a straightforward one day claim through to a final hearing should cost in the region of £5,000 - £8,000 + Vat.</p> <p>Complex cases may cost more than this, however, we would advise of this as the matter progressed.</p> <p>If a claim requires more than a 1 day hearing, the additional days are likely to cost in the region of £750 - £1,500 + Vat</p>
Basis for charges	<p>The following hourly rates apply:</p> <p>Senior Associate solicitor - £300 + Vat</p> <p>Associate Solicitor - £225 + Vat</p> <p>Trainee Solicitor and Paralegal - £130 + Vat</p> <p>Higher fees may be applied dependent upon the urgency of your matter.</p>
Description of and cost of any likely disbursements	<p>If a Barrister is instructed to represent the client, it is likely to cost:</p> <p>£1,500 - £2,500 & Vat for day one, and</p> <p>£750 - £1,500 & Vat for each extra day.</p> <p>The difference in fee will depend upon the seniority of Barrister instructed.</p>
Do you use CFAs or DBAs in the provision of this service?	<p>We offer Damages Based Agreements to clients in certain circumstances, for example most typically in group claims for protective awards.</p> <p>In addition, in limited circumstances, if the client does not have the benefit of insurance cover and is not able to pay privately, we will assess the</p>

	<p>merits of their claim.</p> <p>Should it hold sufficient merits and is proportionate, we may be able to offer a Damages Based Agreement in certain circumstances.</p> <p>Our fees are very competitive. The percentage will be dependent on the merits of the case and the value of the claim.</p>
Key stages of the matter	<p>The key stages for an employee wishing to bring a claim are as follows:</p> <ul style="list-style-type: none"> • Initial meeting with MSB Solicitors; • Agreed funding arrangement and strategy of the case; • Notify ACAS under the early conciliation scheme. • Discuss the matter with ACAS who will liaise with all parties to explore if an early settlement is possible. • If the case does not settle, a certificate will be issued by ACAS with a unique number. • Issue the claim with the Employment Tribunal. The form used is an 'ET1'. • Respondent will then have the opportunity to defend using a form 'ET3'. If the Respondent does not defend we would seek judgment. • The Employment Tribunal will provide an Order which details specific tasks the parties must carry out, before the Final Hearing. The Order usually includes: <ul style="list-style-type: none"> • Claimant to provide a Schedule of Loss, which is the valuation of their claims. • Both parties will exchange documents they wish to rely upon in a process known as 'disclosure'. • The Respondent is usually responsible for preparing all of the documents and putting them into one bundle, with all the pages being numbered and a clear index being provided. This is then known as the 'trial bundle'. • Dependent on the complexity of the case and the view of the Employment Tribunal Judge, an interim hearing known as a 'Preliminary Hearing' may be

	<p>ordered to take place. These hearings are used to deal with an preliminary issues that need to be dealt with or understood.</p> <ul style="list-style-type: none"> • Following the production of the Trial Bundle, the parties will need to prepare and exchange their witness statements. This task is often lengthy and requires significant input from the client and the solicitor. • In some cases the parties may also be asked to prepare a List of Issues, which are the legal points the Employment tribunal are being asked to decide upon. • It may also be ordered that the parties produce a chronology of events and/or a cast list. A cast list is used when a case involves many individuals and it details who the individuals are and their relevance. • The case will then be heard at a Final Hearing. The Employment Tribunal will listen to both parties and look at the evidence that has been provided before coming to a decision. • If the Claimant is successful the Employment Tribunal will then consider how much compensation should be awarded. • It is possible at this stage for one of the parties to argue they want some of their legal costs reimbursed by the other party. This remains rare in Employment Tribunals; albeit, it is possible. • Should either party disagree with the legal reasons for the Employment Tribunal's decision, they can consider further steps which can include an appeal to the Employment Appeal Tribunal. If a client was considering this we would advise they take legal advice as it is a serious decision that can carry repercussions.
Timescales	<p>From notifying ACAS of the potential claim via the early conciliation process, through to getting the matter to a Final Hearing, it can take between 12 and 24 months, depending upon the complexity and availability of the Employment Tribunal.</p>

Employment Law Team

Name	Job Title / Role (identify if supervisor)	Qualification(s)	No of years experience in field
Mark Forman	Solicitor - Partner Supervisor	Solicitor	30+ years
Steven Davies	Senior Associate Solicitor and Head of Employment Team	Solicitor	14+ years
Amy Forshaw	Associate Solicitor	Solicitor	3 + years
Rebecca Brown	Legal Assistant		7 years