



Fee quote — September 2018
Employment and pensions
Employment Tribunal Menu



Towers & Hamlin LLP offers the following "menu" of options and prices for our work on Employment Tribunal claims.

The fees quoted are for discrete pieces of work and assume that we have not had any earlier involvement.

Further deductions on these fees may be available if we are instructed on more than one piece of work (per claim) or in return for a guaranteed period of exclusivity on for an employer's employment law advice (including tribunals).

Quotes for a bespoke service or for pieces of work not listed below are also available on request so please do not hesitate to contact us.

We generally find that if you believe you will require support with three or more "steps" that it is more cost effective to instruct us to run the claim in its entirety but we pride ourselves on providing flexible service and aim always to work in partnership with our clients. Please do not hesitate to contact us to discuss the support you require. Please refer to the table at the end for an explanation of our Red, Amber and Green categories.

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Type of work	Assumptions	Fixed Fee
Step 1		
Providing summary of legal issues arising from ET1	This fee is fixed.	£250
Drafting grounds of resistance.	This fee is capped. Subject to completion of T&H ET3 information sheet and receipt of ET1 and other key documents.	£1,500
Completing ET3 form and drafting grounds of resistance.	This fee is capped. Subject to completion of T&H ET3 information sheet and receipt of ET1 and other key documents.	£2,000
Reviewing draft defences.	This fee is capped.	£1,950

Step 2		
½ day training session on disclosure	This fee is fixed	£550
Drafting disclosure list or bundle index	This fee is capped. Subject to receipt of all relevant documents at one time.	£200 per 100 pages of documents
Advice on merits (pre	This fee is capped	Green claim: £1,000

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witness statements)	Subject to receipt of all relevant pleadings, ET correspondence and all relevant documents.	Amber claim: £2,000 Red claim: £3,000
Drafting list of issues for Preliminary Hearing	This fee is fixed Subject to receipt of ET1 and ET3.	£200
Advice on preliminary issues (e.g. case for strike out, time issues, deposits)	This fee is capped Subject to receipt of ET1, ET3 and accurate chronology of events, plus relevant documents	£450
Representation at Preliminary Hearing	This fee is fixed per ½ day Subject to all relevant papers being received at least 5 working days in advance. Subject to availability.	Amber claim: £1,500 Red claim: £1,900

Step 3

Providing plan of legal and factual issues to be addressed in witness statements	This fee is capped Subject to receipt of paginated bundle, including ET1, ET3 and any agreed list of issues. Assumes bundle is no more than 500 pages.	Green claim: £1,200 Amber claim: £1,500 Red claim: £1,700
Providing skeleton witness statements	This fee is fixed and is per witness	Green claim: £200 Amber claim: £250 Red claim: £300
Drafting witness statements	This fee is capped and is per witness. Assumes statements to be taken over the phone. Subject to receipt of paginated bundle of no more than 500 pages	Green claim: £1,000 Amber claim: £1,800 Red claim: £2,200
Commenting on statements drafted in-house	This fee is fixed. Subject to receipt of paginated bundle of no more than 500 pages Does not include redrafting	£150 per page of witness evidence

Step 4

½ day briefing meeting for witnesses on giving evidence in Tribunal	This fee is fixed Assumes all papers received in advance. Excludes travel costs.	Green claim: £550 Amber claim: £850 Red claim: £1,200
Advice on skeleton argument or draft submissions	This fee is fixed. Subject to receipt of ET1, ET3 and agreed list of issues. Does not include review of evidence	Green claim: £450 Amber claim: £650 Red claim: £850
Advice on merits (including	This fee is capped.	Green claim: £1,300

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witness evidence)	Subject to receipt of paginated bundle of no more than 500 pages and all witness statements	Amber claim: £2,500: Red claim: £3,200
Instructing counsel	This fee is capped Subject to receipt of all relevant papers, paginated bundle, all witness statements and ET correspondence.	£450

Step 5

Representation at Tribunal hearing	<p>Fees are capped and include counsel's fees subject to the following:</p> <p>Subject to availability of an appropriate barrister/solicitor and subject to receipt of all relevant papers at least 10 working days prior to the hearing.</p> <p>Assumes client does not require a particular solicitor or barrister.</p> <p>If a claim is settled or postponed within 5 days of the hearing, barrister's fees (or part of these) will be payable and further fees may be charged for a relisted hearing.</p> <p>Does not include written advice on merits of the claim or any conference with the witnesses (see above).</p>	<p>Green claim: £2,850-£3750</p> <p>Amber claim: £5,750-£8,300</p> <p>Quotes available for Red claims on request.</p>
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Settlement and general advice

Providing precedent settlement agreement	This fee is fixed.	£500
Drafting and negotiating terms of settlement agreement (for colleagues below senior management team level)	This fee is capped.	£750
Drafting and negotiating terms of settlement agreement (for senior management and executive level)	This fee is capped.	£1500
Report on employee casework	Where less than 50 pages of documentation to consider. Documentation must be provided in one tranche.	£950
2 hour strategy meeting to discuss legal issues and tactics	Where less than 50 pages of documentation to consider. Documentation must be provided in one tranche.	£550

Full representation for Steps 1-5

Tribunal representation	<i>Clients must comply with our Case Management Timeline in order to benefit from these fees.</i>	
	Green Cases:	£9,500

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	Straightforward unfair dismissal cases limited to one day hearing; two witnesses for the management; no Preliminary Hearing; assumes witness statements are taken over the telephone and there is no conference with witnesses and/or counsel (if required); and assumes the Tribunal bundle is no more than 300 pages.	
	Amber cases: Slightly more difficult cases, usually involve some element of discrimination and limited to two – three days. Assumes any Preliminary Hearing limited to 1 – 2 hours by telephone or electronic means; witness statements are taken over the telephone and there is no conference with the witnesses and/or counsel. Tribunal bundle must be no more than 500 pages.	£15,500 to £19,500 (capped at £19,500)
	Red cases: These are complex and very serious cases usually involving a number of elements of discrimination, TUPE, collective issues and possibly risk to reputation. Typically listed for 4+ days and involving four or more witnesses and/or more than 1 bundle of documents.	We will provide you with a capped fee for this at the outset

Fees are quoted exclusive of VAT and disbursements (including counsel's fees, unless explicitly stated otherwise) and subject to the exclusions and assumptions set out below. We reserve the right to charge for work according to our standard hourly rates where the assumptions, including our Case Management Timeline, are not adhered to.

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