

	Low Complexity £2,800 - £12,200 (ex. VAT/ disb.)	Medium Complexity £11,200 - £24,300 (ex. VAT/dish)	High Complexity £20,400 - £45,300 (ex. VAT/dish)
Initial Instructions and Claim Form/Response			
Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this advice is likely to be revisited throughout the matter and subject to change)	1-3 hours	3-6 hours	6-10 hours
Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached	1 hour	1 hour	1 hour
Preparing claim or response	1-5 hours	3-10 hours	5-20 hours
Typical Examples	Unfair dismissal (conduct/gross misconduct) Pay claims Straightforward wrongful dismissal	Unfair dismissal (capability) Unfair dismissal (redundancy) Unfair dismissal (SOSR) Unfair dismissal (breach of statutory obligation) Automatically unfair dismissals (inc. TUPE) Working time claims	Cases involving: Discrimination Whistleblowing Equal pay
Complexity Factors	The existence of limitation/jurisdiction issues The number of documents to review The period of time over which the events giving rise to the claim occurred Whether the other side is acting as a litigant in person Whether there are multiple parties (e.g. individual employee respondents)		

	Where there is more than one type of claim being brought The existence/possibility of an employer's breach of contract claim		
Settlement Discussions			
Exploring settlement and negotiating settlement throughout the process	1-5 hours	2-10 hours	10-25 hours
Typical Examples	Low value claim Agreement recorded in COT3 (a type of agreement mediated by ACAS) Little dispute between the parties	Medium value claim Some dispute between the parties resulting in protracted negotiations Settlement of multiple claims Some matters supplementary to the financial settlement (e.g. an agreed reference).	High value claim Limited waiver of claims (e.g. where there might be personal injury claims) Significant supplementary matters, for example: Taxation issues Retention of property/benefits (company car, phone, health insurance etc.) Confidentiality and post-termination restriction points Outplacement support Pension issues
Complexity Factors	We will constantly keep the possibility of settlement under review. The amount of time which might be spent on settlement discussions is likely to be dictated by the parties' respective attitudes to settlement. Where settlement discussions are successful time will be spent on preparing a formal document recording what has been agreed. The more complex the agreement the more time is likely to be spent on that phase.		
Schedule of Loss			

Preparing or considering a Schedule of Loss/Counter-Schedule of Loss	1-2 hours	2-4 hours	3-6 hours
Typical examples	Straightforward unfair or wrongful dismissal claim No future losses (Claimant already in new employment) No substantial disputes	Ongoing losses Additional heads of claim (e.g. consequential losses) Some disputed matters	High value claims Significant/long term ongoing losses Injury to feelings awards 'Career change' cases involving claims for training, education or other expenses Pension losses Bonus payments
Preliminary Hearings			
Preparing for (and attending) a Preliminary Hearing	0-5 hours	2-8 hours	4-12 hours
Typical examples	No preliminary hearing, or a straightforward preliminary hearing to agree directions and a list of issues Telephone hearing	Preliminary hearing to determine a relatively simple preliminary issue, e.g. a limitation point or a jurisdictional point relating to ACAS early conciliation. Complicated causes of action	Preliminary hearing to decide a substantive issue in the case, e.g. whether the Claimant is disabled.
Complexity Factors	In more complex cases you may choose to instruct a barrister to carry out the advocacy at a preliminary hearing (see 'Final Hearing' below)		
Disclosure and Bundles			
Exchanging documents with the other party; agreeing and	1-5 hours	6-10 hours	10-25 hours

preparing a bundle of documents			
Typical examples	Single Claimant and Respondent No requirement to chase for additional documents Less than 50 pages of documents No dispute about what should be included in the bundle	1-3 additional requests required to obtain documents 51-100 pages of documents Multiple parties Some dispute about what should be included in the bundle	4 or more additional requests, or formal application, required to obtain documents More than 100 pages of documents Multiple parties Significant dispute about what should be included in the bundle
Complexity Factors	Typically in the employment tribunal it is the Respondent who has responsibility for physically assembling the bundle and providing sufficient copies. In Scotland the disclosure obligations are less onerous which may reduce the time spent.		
Witness Statements			
Taking instructions from witnesses, drafting statements and agreeing their content with witnesses	4-12 hours	13 -27 hours	20-50 hours
Reviewing and advising on the other party's witness statements	2-5 hours	4-8 hours	6-12 hours
Typical examples	Less than 3 witnesses (on our side) Little factual dispute	3-6 witnesses (on our side) Some factual dispute	7 or more witnesses on our side Heavily disputed facts
Complexity Factors	The time spent drafting witness statements will also depend on the extent of the factual background and/or the number documents to which a witness will refer.		

	In Scotland witness statements are not typically exchanged which may serve to reduce the overall time spent. However it will usually be necessary to prepare a proof of evidence (effectively a witness statement which is not exchanged) and to consider what the other side's evidence might be.		
Hearing Preparation			
Agreeing a list of issues, a chronology and/or cast list	2-5 hours	2-5 hours	2-5 hours
Complexity Factors	The tribunal may order the parties to prepare certain documents to assist the smooth running of the final hearing, in other cases we may choose to prepare additional documents to ensure your case is easily understood. The time spent will depend on what documents need to be produced and the complexity of the issues (see 'Initial Instructions and Pleadings' for examples).		
Final Hearing			
Preparation and instructions to counsel	1-5 hours	3-10 hours	5-15 hours
Attendance at tribunal	0-14 hours	21-35 hours	42-70 hours
Typical examples	1-2 day hearing Up to 4 witnesses in total (i.e. both sides) Less complex legal or factual dispute (see the examples provided at 'Initial Instructions and Pleadings' above)	3-5 day hearing 4-6 witnesses in total (i.e. both sides) More complex legal or factual dispute (see the examples provided at 'Initial Instructions and Pleadings' above)	6-10 day hearing 7 or more witnesses in total (i.e. both sides) Complex legal or factual dispute (see the examples provided at 'Initial Instructions and Pleadings' above)
Complexity Factors	We will discuss with you whether it will be more cost effective for us to carry out the advocacy at the final hearing, or to instruct a specialist barrister. If we instruct a barrister we will discuss whether it will be necessary for us to attend the hearing as well. In general, the more complicated the hearing the more beneficial it will be to have a solicitor attending to support counsel.		

Stage descriptors and complexity factors provided as a guide only - a claim may move between the complexity bands at each stage.