

## Pump Court Chambers

### Public Access – Employment Tribunal & other employment / discrimination matters

Our barristers represent both employees and employers at the Employment Tribunal, the Employment Appeal Tribunal and the higher Courts. Our barristers can advise and act for both employees and employers on all areas of employment law, including unfair / wrongful dismissal, all types of discrimination, equal pay, whistleblowing, redundancy, TUPE transfers, holiday and sick pay and a range of non-contentious matters such as drafting contracts, drafting employee handbooks and dealing with internal disciplinary and grievance matters as well as carrying out workplace mediations. Our barristers can advise and act for both employees and employers on the enforceability of restrictive covenants, the protection of trade secrets and data bases as well as all contractual matters relating to employment.

### *Timescales*

Timescales for your case may vary depending on factors such as barristers' availability, the complexity of your case, the need for additional documents and the other side's approach. However, as a guide more straightforward cases tend to have a hearing date within four to six months of a claim being made. More complex cases may take a year or more to resolve. We are used to dealing with instructions quickly and adhering to Tribunal timetables.

### *Fees*

We may charge either fixed fees (which means that we will charge you a set amount of money for each piece of work we undertake) or on an hourly rate basis. Below we provide estimates based on the ranges of fixed fees and the hourly rates for barristers at Pump Court Chambers.

All fees exclude VAT (where applicable). That means that it is likely that you will have to pay us VAT in addition to the fee at the current rate (presently 20%).

If we charge fixed fees, these may vary depending on your needs – for example, your fees may be towards the higher end of the range if you need a more experienced barrister and/or you have a more complex case. If you have a particularly complex case, your fees may also be higher than the estimates below. There may also be additional costs for any administrative work involved such as copying or where you agree to engage another person to assist with your case, such as a paralegal.

If we quote a fixed fee it will only be to undertake that particular piece of work. There are likely to be many different pieces of work involved in a case such as representation at hearings, advising in conference and in writing and drafting documents. We will always quote separately for each piece of work.

### Fixed Fees

<b>Stage of case</b>	<b>Ranges of fixed fees (estimates)</b>
Preliminary meeting	£150 - £325
Written advice or advice in conference on your claim (if fewer than 100 pages and under 4 hours to advise)	£600 - £1,300
Quantifying your claim and preparing a without prejudice offer / negotiating a settlement (excluding complex pension issues)	£300 - £650
Preparation of case, including meetings with you and assistance with drafting of any tribunal documents such as the ET1/ET3 (depending on complexity and assuming single parties)	£600 - £1,300
Preparation of a Schedule of Loss (or counter schedule)	£150 - £325
Preparation of a Disability Impact Statement	£450 - £975
Preparation of a List of Issues (depending on complexity and number of allegations)	£150 - £325
Preparation of a Witness Statement (assuming up to 10 pages)	£600 - £1,300
Preparation of a Hearing Bundle (assuming 1 lever arch file)	£900 - £1,950
Assistance with disclosure (assuming 1 lever arch file)	£900 - £1,950
Preliminary hearing (for a closed hearing; if the hearing is open and more complex please request fees)	£900 - £1,950
First day's tribunal appearance	£2,500 - £15,000
Tribunal appearances per day, after the first day	£1,200 - £2,600
Remedy hearing (to decide compensation), up to one day	£1,950 - £4,225

*Hourly rate example (for a simple unfair dismissal claim – discrimination / whistleblowing claims are more complex and inevitably involve more work)*

<b>Stage of case</b>	<b>Ranges of hourly rates (estimates) depending on work required and complexity</b>
Preliminary meeting	£150 - £325, approximately 1 hour
Written advice or advice in conference on your claim	£150 - £325, approximately 4 hours
Quantifying your claim and preparing a without prejudice offer / negotiating a settlement	£150 - £325, approximately 2 hours
Preparation of case, including meetings with you and assistance with drafting of any tribunal documents such as the ET1/ET3	£150 - £325, variable, approximately 4 hours
Preparation of a Schedule of Loss (or counter schedule)	£150 - £325, approximately 1 hour
Preparation of a Disability Impact Statement	£150 - £325, approximately 3 hours

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Preparation of a List of Issues	£150 - £325, approximately 1 hour
Preparation of a Witness Statement	£150 - £325 approximately 4 hours
Preparation of a Hearing Bundle	£150 - £325, approximately 6 hours
Assistance with disclosure	£150 - £325, approximately 6 hours
Preliminary hearing	£150 - £325, approximately 3 hours in Tribunal and 3 hours preparation
First day's tribunal appearance	£2,500 - £15,000
Tribunal appearances per day, after the first day	£150 - £325, approximately 8 hours per day
Remedy hearing (to decide compensation), up to one day	£150 - £325 approximately 4 hours preparation and 1 day hearing

Please note that we cannot conduct litigation on your behalf. This means that we cannot (for example) issue applications for you at court, pay issue fees, instruct experts or send documents to the court or anyone else on your behalf. In addition, our barristers cannot correspond with other lawyers or agencies on your behalf. We can, however, advise you on how to undertake these procedures and assist you with the contents of any documents or correspondence which you can then send out in your own name.

#### Contact Us

All information is correct as of January 2020 but fees are estimates only. For a quotation please contact the clerks on 02073530711 or [clerks@pumpcourtchambers.com](mailto:clerks@pumpcourtchambers.com). Please also contact the clerks if your case involves a different employment related claim.