

STRAND SOLICITORS

Fees and Funding

At your first meeting, we will discuss your funding options with you.

Whether you fund your case yourself, through your Legal Expense Insurer or as set out below, our approach to costs is be fair and transparent.

We will ensure that you are given information on:

- Our hourly rates including VAT
- How we calculate our fees
- An estimate of the likely costs to prepare and run your employment case
- Regular updates on costs and progress of your case
- An estimate of costs of any disbursements, such as Counsel's fees, expert fees or additional costs.

Transparency in price and service

As a law firm, we are regulated by the Solicitors Regulation Authority ('SRA'). The SRA requires us to publish price information in relation to our employment services for bringing claims for unfair or wrongful dismissal. Whilst we are able to provide indicative pricing below, each case is different and depends on the complexity of each individual case and the bespoke services that we provide.

The information below is intended to inform private individuals about our fees for bringing claims for unfair dismissal and/ or wrongful dismissal in the Employment Tribunal as required by the SRA.

Our hourly rates, including VAT

Primarily our fees are based on the time we spend dealing with your work, (including the time spent responding to your telephone calls and letters) and the seniority and experience of the person instructed.

Wherever possible we will provide an estimate of the costs involved in the work you require us to do, specific work you require us to do, or where this is not practicable we will endeavour to suggest a budget based on our experience of similar work.

In order to simplify matters, we base our charges on a standard flat-rate hourly charge plus VAT. This is intended to cover routine claims.

Disbursements such as the fees of Counsel's and experts, and Court or Tribunal fees will be added to the bill. Please note that our charges are not contingent upon the result of your case. They are payable win or lose.

Our hourly cost rates are linked to the prevailing rate recommended by our local Law Society for the legal representative handling your claim. These are usually reviewed annually.

Our hourly rates range, depending on who is working on your matter, from **£150 per hour plus VAT to £320 per hour plus VAT.**

As a sole practitioner and as the Principal Solicitor of the firm, Mrs Arjumand Sheikh will be instructed by you. Arjumand has over 16 years employment law experience and her charges are:

£320 per hour plus VAT.

Routine letters and calls below 6 minutes: £32.00 plus VAT per item
Perusal of routine letters: £32.00 plus VAT per every 6 minutes spent

Routine letters sent out on your behalf and routine telephone calls made or received are charged at a notional rate of six minutes per unit of your lawyer's time. Attendance and consideration of letters received are charged at the same rate of 6 minutes per unit. We do not charge a different rate for travelling or waiting time.

All our fees and some of our expenses are subject to VAT (currently 20%).

Our photocopying charges are 25 pence per page plus VAT.

Cost Estimates

We endeavour to provide you with an estimate of costs as best as we can, but it should be noted that costs depend on the work that needs to be done and the circumstances and development of each client's matter. Any estimate is provided in good faith, it will not be binding and will not amount to a fixed fee quotation.

The work we undertake on your behalf and our remit will be agreed with you and from time to time, and as your matter progresses.

We will keep you informed of issues arising, action taken and progress achieved. We will provide periodic updates, either as agreed with you or as appropriate to the matter being dealt with. We will let you know what action is needed by you and when, and we will make it clear when a matter is concluded or when no further action is required.

The amount of work that we are instructed to undertake and our costs in an Employment Tribunal claim will depend on the type of claim and the circumstances of the case. The following provides an outline of potential fees in bringing or defending a straightforward unfair and/or wrongful dismissal claim in the Employment Tribunal:

- Simple case: £15,000 to £40,000 (excluding VAT)
- Medium complexity case: £40,000 to £70,000 (excluding VAT)
- High complexity case £70,000 to £200,000 (excluding VAT)

Factors that could make a case more complex include:

- If it is necessary to make or defend applications to amend claims or to provide further information
- Defending claims brought by litigants in person

- Making or defending a costs application
- Complex preliminary issues such as whether the Claimant is disabled or whether the claim was brought within the applicable time limits
- The number of witnesses and volume of documents
- Allegations of discrimination which are linked to dismissal
- Allegations of whistleblowing
- The number and length of interlocutory hearings
- The length of the full hearing or remedy hearing
- The seniority of the lawyers working on your case

Disbursements

In dealing with your work we may incur various expenses (called disbursements) for which you will be liable in addition to our fees.

Disbursements often include, but are not limited to, the cost of Counsel's fees, Court fees (if any), expert's fees such as medical reports, courier fees, charges for substantial photocopying (such as preparing trial bundles), travel charges, bank charges, and other out of pocket expenses.

We will explain to you any reasonably foreseeable payments that we may have to make on your behalf.

The main disbursements we anticipate will be Counsel's fees. Counsel's fees vary with their relevant seniority and experience.

Value Added Tax

Our fees and most disbursements are subject to VAT. VAT is currently set at 20%.

How long will my matter take?

We will do our best to progress legal work efficiently and cost-effectively. We will make a point of discussing relevant timetables, progress and deadlines with you.

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during the ACAS early conciliation stage, your case is likely to take up to 8 weeks. If your claim proceeds to a final Employment Tribunal Hearing, it is likely to take between 8 months and 2 years. We will be able to give you a more accurate timescale once we have more information and as the matter progresses.

What is included in our fees?

The service you can expect from us when acting for you to bring or defend claims in the Employment Tribunal has been generally set out below:

- Taking your initial instructions, reviewing the papers and advising you on merits and potential compensation (which will be revisited throughout the process and will be subject to change)
- Entering into ACAS early conciliation to explore whether a settlement can be reached
- Preparing your claim form or response to a claim
- Reviewing and advising on the claim form or response from the other party or parties
- If applicable, preparing or advising on applications such as to amend claims or to provide additional information
- Settlement discussions and negotiations throughout the process

- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing, or instructing Counsel to attend a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Reviewing and advising on the other party's documents
- Taking witness statements, drafting statements and agreeing content with witnesses
- Preparing a trial bundle
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or a cast list
- Preparation and attendance at a Final Hearing including giving instructions to Counsel

What is excluded?

Disbursements – we handle most of the payment of disbursements on your behalf to ensure a smoother process but this cost is not included in the fees we quote you unless otherwise stated. We will ask you to provide disbursement costs in advance to be paid on receipt of payment from you.

Fee quotes for specific matters

Please contact us to discuss your matter and fees and pricing in detail as the fees estimated above will depend not he circumstances of your case.

Options to fund your case:

Private Hourly Rate

This is the usual method of funding your case and your costs are charged on an hourly basis as explained above.

Legal Expenses Insurance

Many household and motor insurance policies include cover for legal costs for employment cases. You should always check your existing insurance policies before your first appointment to see if this is a funding option available to you to cover part or all of the costs of your case.

Settlement Agreements

If you are asked to enter into a Settlement Agreement, we generally seek to negotiate that all, or a substantial proportion of your legal fees to reach a legally binding Settlement Agreement are paid by your employer. If not, we will explain any costs payable by you.

Costs payable/ recoverable at Employment Tribunal or Employment Appeal Tribunal

In the majority of cases at Employment Tribunal and Employment Appeal Tribunal, each party bears their own costs. Generally, should your claim be unsuccessful you will not be responsible for the other sides legal fees. Should you/ or the other party seek to pursue legal costs, we will fully explain the likelihood of this and any costs recoverable and/ or payable by you.

For more information please call 0203 393 3000 or contact us on Arjumand@strandsolicitors.co.uk and we will be happy to help you.