

MAGRATH SHELDRIK LLP

Employment Legal Services: transparency in price and service

Our team and approach

The employment department at Magrath Sheldrick LLP has an excellent reputation. We pride ourselves in delivering a bespoke service to our clients. The service that we provide is tailored to your individual needs and the team assigned to you will have significant experience and expertise in the area you require assistance with.

Details of the qualifications and experience of each member of the team can be found in the **Our People** section of our website.

Transparency

As a law firm, we are regulated by the Solicitors Regulatory Authority (“SRA”). As such we are required to publish price information in relation to some of the services we offer. Whilst we are able to provide indicative pricing in the paragraphs below, much will depend on the complexity and nuances of individual cases and the bespoke nature of the services that we provide.

The information below is intended to inform private individuals about our fees for bringing and defending claims for unfair and/or wrongful dismissal in the Employment Tribunal, which is the information that we are required to detail by the SRA.

Basis of our charges

Primarily our fees are based on the time we spend dealing with your work and the seniority and experience of the person instructed. Wherever possible we will provide an estimate of the costs involved in a specific piece of work, and where it is impracticable for us to give an estimate, we will endeavour to suggest a working budget based on our experience of similar work.

We usually offer clients the choice of whether they wish to us to charge on a time basis or fixed fee basis. Charges based on an hourly rate will include all time spent on personal and other attendances, considering, preparing and working on papers, correspondence, research, preparing file notes, travelling to and from meetings, correspondence and making and receiving telephone calls. Time is charged in six minute units which are calculated at 10% of the hourly charge.

Our hourly rates range, depending on who is working on a matter, from £190 plus VAT for paralegals to £340 plus VAT for senior partners.

Cost estimates

Any estimate of costs will be provided in good faith, but unless expressly stated will not be binding and will not amount to a fixed fee or quotation. In appropriate cases, you may set an upper limit on fees for which you may be liable without further authority, and beyond which you will not be liable without your consent. Our fees will be fair and reasonable having regard to all the relevant circumstances.

In particular we will take account of factors including time spent, the size and complexity of issues, amount of supporting evidence we need to consider, the urgency of the matter, any need or request to work outside of normal office hours and the expertise or specialist knowledge required.

The work we will undertake and our remit will be as agreed with you from time to time. 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 therefore 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 claims in the Employment Tribunal:

- Simple case: £20,000 to £45,000 (excluding VAT)
- Medium complexity case: £45,000 to £80,000 (excluding VAT)
- High complexity case £80,000 to £250,000 (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 length of the 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, 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. If disbursements are incurred in a currency other than GBP these will normally be calculated and invoiced to you at the published Barclays Bank internet banking exchange rate on the date of payment. Exchange rates do fluctuate (including during the course of the business day), sometimes giving rise to minor discrepancies. We will not be liable to account to you for any gain, nor will you normally be liable for any loss arising from an alteration in exchange rate.

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 held on your behalf in our client account.

Fee quotes for specific matters

Please contact us to discuss fees and pricing in detail as the fees estimated above will depend on the circumstances of your case.