Burness Paull

Employment Work

PRICING INFORMATION

(in accordance with Law Society of Scotland price transparency guidance and the SRA Transparency Rules)

SEPTEMBER 2026

Our highly experienced employment team provide a range of services to businesses and individuals throughout the UK.

We are required to provide pricing information to individuals about the services that we can provide to them and pricing information to businesses for defending an unfair dismissal or wrongful dismissal claim. We have set out the required information in this document.

Individuals

The range of services that we can provide to individuals is set out below. We do not carry out legal aid work or “no win, no fee” engagements.

Businesses

We carry out a wide range of services to businesses. We have set out below pricing information in relation to defending unfair and wrongful dismissal claims only. For all other business advice, please contact us to discuss your needs.

We recommend you check whether you have legal expenses insurance to cover any of your legal costs in advance of contacting a solicitor.

The costs set out below are a guide only and are based on our hourly rates which vary between £350 to £725 per hour depending on the seniority of the solicitor engaged and the complexity and/or urgency of the matter. The seniority of solicitor ranges from Partner to Trainee Solicitor. These rates are reviewed on an annual basis and are exclusive of VAT which will be charged at the rate of 20%.

We will ensure that all work is carried out by a team member at the appropriate level unless the matter is urgent, in which case it may be carried out by a senior team member.

We would always agree fee arrangements at the start of our engagement and invoice on a regular basis (usually monthly) so you can keep track of costs.

Employment Tribunal work

Our typical price range for bringing a claim for an individual (of any type) or defending an unfair dismissal or wrongful dismissal claim for a business is estimated by reference to the number of days spent in the Employment Tribunal:

One day: £13,750 - £19,250

Two days: £19,250 - £24,750

More than two days: £27,500+ depending on the time taken and complexity of the claim

For the avoidance of doubt, the above estimates are exclusive of VAT which will be charged at the rate of 20%.

Factors which will determine the final price include:

- If the claim involves more than one claim e.g. unfair dismissal and discrimination;
- If there is a preliminary matter which needs addressed e.g. whether the claim is out of time or questions over employment status (in which case there may be a preliminary hearing);
- If we need to make or defend applications to amend claims, to provide further information about an existing claim/defence or deal with applications about whether certain evidence is admissible;
- If your employer/ex-employer makes a counterclaim against you (individuals only); • The number of documents and witnesses involved in the claim;
- If there are multiple claimants or respondents;
- Whether any expert witnesses are required e.g. medical evidence;
- The amount of correspondence required with the other party;
- If the claim is high value;
- If the hearing is split by the Employment Tribunal over more than one sitting;
- If there is a separate hearing on compensation;
- If we need to make or defend a costs/expenses application;
- If you engage in judicial or other mediation;
- If we have to deal with orders to dismiss a claim or response or orders for a default judgment or to seek to revoke a default judgment;

- If we need to make or defend an application for review;
- The amount of travel required to provide our service to you;
- The level of support that you require;
- If disclosure of information is required from a third party;
- Whether the other side is represented;
- If there are related, concurrent or overlapping proceedings e.g. in relation to personal injury; and
- The amount of paperwork and correspondence you provide for review.

Disbursements

The price will exclude disbursements. These are costs that may need to be paid to third parties. We will handle payment of disbursements on your behalf but may require you to put us in funds before payment of such disbursements and VAT will be charged at a rate of 20 per cent on these.

Disbursements may include:

- Counsel fees which are estimated between £1,500 to £3,000 per day for attending a Tribunal hearing but may be more depending on seniority of counsel, urgency of instruction and complexity of the case;
- Independent experts (such as a medical expert). We are unable to provide an estimate of expert fees as it will depend on the expert required and the nature of the evidence required;
- Courier or copying charges; and
- Travel and accommodation costs depending on the location of the hearing.

We will advise you if we think it is necessary for you to incur these costs and of the likely amount of these costs.

Details of the services included and key stages of a claim

Services included and key stages of a claim are:

- Initial consultation to take your instructions and provide preliminary advice;
- Ascertain which papers you need to provide us with and review those papers;

- Pre-claim conciliation with ACAS to determine if settlement can be achieved before raising a claim;
- Advise on the likelihood of you winning;
- Draft your claim/response and submit this to the Employment Tribunal;
- Review and advise on the claim/response of the other party;
- Advise you on the likely compensation that may be awarded if the claim is successful and prepare a schedule of loss/counter-schedule;
- Explore possible settlement and enter into settlement discussion where appropriate;
- Take witness evidence, draft witness statements and agree their contents;
- Prepare for and attend a preliminary hearing if applicable;
- Exchange documents with the other party, review documents and prepare a bundle of documents;
- Review the other party's witness statements (if witness statements are ordered)
- Agree a list of issues, chronology and cast list where required;
- Prepare for the final hearing; and
- Represent you at the final hearing (unless counsel is instructed)

The stages above are an indication and, if some of the stages are not required, the fee may be lower.

Likely timescales for each stage of a claim

Raising and defending an unfair dismissal claim will usually take between six months to one year, although it can take longer depending on the location of the Tribunal. It is not possible to give a likely timescale for each stage of the claim as it is very case dependent and can depend on factors such as the number of claims raised and the number of preliminary matters involved.

Details of any services that you may reasonably expect to be included, but which are not, in fact, included:

- Instructing counsel;
- A claim in any court other than the Employment Tribunal;
- An appeal against an Employment Tribunal decision;
- Dealing with a subject access request relating to the Employment Tribunal claim;

- Dealing with any regulatory implications of the claim (such as with the Financial Conduct Authority); and
- Drafting a settlement agreement or COT3.

Settlement Agreements Advice

Our typical price range for advising individuals on the terms of a settlement agreement:

TYPE OF ADVICE	TYPICAL PRICE (exclusive of VAT)
Low level settlement agreement advice	£750 to £1,500
Standard level settlement agreement advice	£1,500 to £1,750
Complex settlement agreement advice	£2,750+

Low level advice would cover the situation where the offer of the settlement agreement is not contentious, minimal negotiation with your employer/ex-employer is required and there are minimal changes to the settlement agreement required.

Standard level advice would cover the situation where the offer of the settlement agreement and the amount offered is contentious and there is a need for negotiation and revisal of the settlement agreement. It would also cover situations where the offer of the settlement is not contentious but you are a senior employee such as a director.

Complex level advice would cover the situation where you are a senior employee and the offer of the settlement agreement and the amount offered is contentious and there is a need for negotiation and revision of the settlement agreement.

Disbursements

The price will exclude disbursements. These are costs that may need to be paid to third parties. We will handle payment of disbursements on your behalf but may require you to put us in funds before payment of such disbursements and VAT will be charged at a rate of 20 per cent on these.

Disbursements may include:

- Courier and copying charges
- Travel costs if we are required to travel to you to provide advice or sign the agreement.

We will advise you if we think it is necessary for you to incur these costs and of the likely amount of these costs.

Details of the services included:

- Initial consultation to take your instructions, review the agreement and provide advice to you on the terms of the agreement;
- Ascertain which papers you need to provide us with and review those papers;
- Negotiate changes to the agreement on your behalf;
- Revise the terms of the settlement agreement;
- Meet with you to sign the agreement.

The stages above are an indication and, if some of the stages are not required, the fee may be lower.

Details of any services that you may reasonably expect to be included, but which are not, in fact, included:

- Advice regarding ongoing processes e.g. redundancy or disciplinary;
- Tax advice;
- Pensions advice;
- Advice in relation to any regulatory implications of your employment and its termination;
- Review of share plans

Types of factors which impact on the complexity of the matter and will determine the final price. Factors that will determine the final price include:

- The level of support you require from us;

- How cooperative your employer/ex-employer is;
- The level of correspondence required with your employer/ex-employer and the length of the negotiation; and
- The amount of paperwork and correspondence you provide for review.

Contracts of Employment

Our typical price range for advising individuals on a contract of employment will range from £1,000 for a simple review of terms to £3,500 where the contract is for a more senior individual and/or review of additional documents, such as restrictive covenants or shares may be required.

Disbursements

The price will exclude disbursements. These are costs that may need to be paid to third parties. We will handle payment of disbursements on your behalf but may require you to put us in funds before payment of such disbursements and VAT will be charged at a rate of 20 per cent on these.

Disbursements may include:

- Courier and copying charges;
- Travel costs if we are required to travel to you to provide advice or sign the agreement.

We will advise you if we think it is necessary for you to incur these costs and of the likely amount of these costs.

Details of the services included:

- Initial consultation to take your instructions, review the agreement and provide advice to you on the terms of the agreement;
- Ascertain which papers you need to provide us and review those papers;
- Negotiate changes to the agreement on your behalf;
- Revise the terms of the contract;
- Meet with you to sign the agreement.

The stages above are an indication and, if some of the stages are not required, the fee may be lower.

Details of any services that you may reasonably expect to be included, but which are not, in fact, included:

- Tax advice;
- Pensions advice;
- Immigration advice;
- Regulatory advice;
- Review of share plans.

Types of factors which impact on the complexity of the matter and will determine the final price. Factors that will determine the final price include:

- The level of support you require from us;
- How cooperative your employer/ex-employer is;
- The level of correspondence required with your employer/ex-employer and the length of any negotiation required; and
- The amount of paperwork and correspondence you provide for review.

Discipline and Grievance

Our typical price range for assisting individuals with a disciplinary or raising a grievance is £3,000 for more straightforward matters which require little involvement to reach a resolution to £15,000 where there may be more documentation to review and/or more negotiation required.

For more complex cases, which may be long running the costs could be in region of £15,000 to £50,000+.

Factors which will determine the final price include:

- If the claim involves more than one claim e.g. discrimination, whistleblowing;
- Your seniority in the organisation;
- Whether there are other regulatory bodies involved;
- Reputational issues;
- The nature of your organisation and stages in the internal process;
- The number of documents and witnesses involved in the claim;
- Whether any expert witnesses are required e.g. medical evidence;
- The amount of correspondence required with the other party;
- If the claim is high value;
- If you engage in mediation;
- The amount of travel required to provide our service to you;
- The level of support that you require;
- If disclosure of information is required from a third party;
- If there are related, concurrent or overlapping proceedings e.g. in relation to personal injury;
- The negotiation of a settlement either through a settlement Agreement or COT3 involving ACAS or through a mediation; and
- The amount of paperwork and correspondence you provide for review.

Disbursements

The price will exclude disbursements. These are costs that may need to be paid to third parties. We will handle payment of disbursements on your behalf but may require you to put us in funds before payment of such disbursements and VAT will be charged at a rate of 20 per cent on these.

Disbursements may include:

- Counsel fees if an opinion is required which could range between £1,000 to £5,000 but may be more depending on seniority of counsel, urgency of instruction and complexity of the case;
- Independent experts (such as a medical expert);
- Courier or copying charges.

We will advise you if we think it is necessary for you to incur these costs and of the likely amount of these costs.

Details of the service included:

- Initial consultation to take your instructions and provide preliminary advice;
- Ascertain which papers you need to provide us with and review those papers;
- Advise you on the strengths and weaknesses of your claim;
- Review the response of the other party;
- Consider what evidence is required and whether a subject access request may be required;
- Advising you on the interaction of proceedings with any other regulatory body;
- Advise you on the likely compensation you may receive if successful;
- Explore possible settlement and enter into settlement discussion where appropriate.

The stages above are an indication and, if some of the stages are not required, the fee may lower.

Details of any services that you may reasonably expect to be included, but which are not, in fact, included:

- Instructing counsel;
- A claim in any court other than the Employment Tribunal;
- An appeal against an Employment Tribunal decision;

- Dealing with a subject access request which may assist your Employment Tribunal claim; and
- Drafting a settlement agreement or COT3.

Further information

Our team members are listed on our website. If you would like to discuss your matter in more detail, please contact one of our partners listed on our website.

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