

Pro Bono Employment Law Services

At NLS Legal, we are dedicated to serving our local community. Recognising the financial challenges many face, we offer a range of employment law services on a pro bono (free of charge) basis. Much of our work involves some form of employment dispute. We mainly act for individuals. Typically, we assist with issues such as an unlawful deduction of wages, or an unfair dismissal claim. We also provide a non-contentious HR Handbook service to local charities that cannot otherwise afford legal assistance.

The services we currently offer include:

- *One-off Advice:* After an initial consultation, clients can expect to receive legal advice within three weeks. Sometimes, we will provide advice during our one-off meeting with you.
- *HR Handbook Services:* We assist businesses in formulating and updating their HR handbooks, ensuring they are in line with current employment laws. Typically, we would look to provide you with a finalised version for you to review within a 7 – 10 week period from completion of our onboarding process.
- *Employment Tribunal Assistance:* Our team provides guidance and support for those navigating employment tribunals, including representation at hearings. This service mainly caters for individuals, although in limited circumstances we may act for a local charity that is otherwise unable to afford legal assistance.

Key stages and timescales for Employment Tribunal matters:

As part of our Employment Tribunal assistance, you will be provided with information on key stages and timescales, relevant to the circumstances in your particular case.

Key stages of your matter could include some or all of the following:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached
- Preparing claim or response
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or witness list

- Preparation and representation at Final Hearing

As an indication, employment tribunal matters can last anywhere between six months and two years from issuing a claim to reaching a final hearing, although this varies depending on the complexity of a claim and where your hearing is to take place. The Employment Tribunal will set out directions for when each preparation stage needs to be completed by. For more information on the Employment Tribunal process, please [click here](#).

Experience and qualifications:

All our employment law cases will be undertaken by our team of law student volunteers, legal assistants and paralegals under the supervision of our specialist employment solicitor, Mathew Game. Mathew has over a decade of experience, having qualified as a solicitor in 2011.

All our student volunteers are current Nottingham Law School students, undertaking legal studies at both under-graduate and post-graduate level.

Our legal assistants are either undergraduate law students undertaking a placement with us as part of their law degree or they are law graduates.

Our paralegals are all law graduates. Some of our paralegals are also completing, or have completed, their professional post graduate studies (Legal Practice Course or Bar Training Course).

Whilst our law students, legal assistants and paralegals are not legally qualified, they all work under the supervision of a qualified solicitor and undertake suitable training to be able to carry out their roles.

Costs Information:

Our service charges

All our employment services are provided free of charge. As there is no fee for our service, VAT is not applicable. As we do not charge for this service, there are no costs implications linked to stage of the case, complexity of case or how long the case lasts.

Disbursements

It is very rare that there will be any disbursements in the types of cases we assist with. Currently, there are no tribunal fees in order for an individual to bring an Employment Tribunal claim. In the rare circumstances where a client case does involve any disbursement costs and VAT, we will write to our clients to tell them this and set out the likely amount. Our clients will be responsible for paying any disbursements that may fall due (such as for an expert medical report).

We specify to our clients exactly what is included within the services provided, and any services not included that might reasonably be expected to be part of the package.