

## SOURCES OF ADVICE LEAFLET - NORTH WEST ENGLAND June 2022

Although Employment Tribunals are used to dealing with parties who are unrepresented and our procedure is relatively informal, many cases are more complex than they may seem. The Tribunal staff and Judges will do what they can to ensure your case is given a fair hearing but we cannot give you legal advice.

This is a list of some organisations where you may be able to get free advice and/or representation. The organisations give different types of help. Some offer legal advice. Some may represent you at the hearing. Some only offer emotional support. The websites usually explain what kind of help can be given. Advice and guidance from an experienced adviser before the case is heard can be just as valuable as representations at the hearing itself.

We cannot guarantee that any of these organisations will be able to help you. We are also not responsible for the content or quality of any advice or help which you do receive. Please note that we do not delay cases to allow any extra time for you to get assistance.

If you are a member of a trade union, they may be able to help you.

If you have household, car or other insurance cover, check if you have legal expenses insurance, which can cover an Employment Tribunal case.

Some solicitors, barristers or other representatives offer a 'no win, no fee' service.

### **Guidance & Useful Information**

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| <b>The Employment Tribunal</b>   | <a href="http://www.justice.gov.uk/tribunals/employment">www.justice.gov.uk/tribunals/employment</a>  |
| <b>General Guidance on how the Tribunal expects you to prepare for a hearing is found in the Presidential Guidance</b> | <a href="https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-general-case-management-20180122.pdf">https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-general-case-management-20180122.pdf</a> |
| <b>General enquiries (England and Wales)</b><br><br>Telephone: 0300 123 1024<br><br>Textphone:18001 0300 123 1024      | General enquiries (England and Wales)<br>Employment Tribunal Customer Contact Centre<br>PO Box 10218 Leicester LE1 8EG  |

### **National Advice Agencies**

#### **Advocate (formerly the Bar Pro Bono Unit)**

[Advocate: Finding free legal help from barristers \(weareadvocate.org.uk\)](http://weareadvocate.org.uk)

Advocate may offer free representation at the Tribunal hearing

#### **Free Legal Advice Unit (FRU)**

[www.thefru.org.uk](http://www.thefru.org.uk)

FRU may offer free representation at the Tribunal hearing. Please note you cannot contact FRU direct. An advice agency such as Citizens Advice Bureau needs to make a referral on your behalf.

#### **Law Centres**

[www.lawcentres.org.uk](http://www.lawcentres.org.uk)

The address of a law centre nearest to you is available on the website or you can telephone the Law Centres Network on 020 7842 0720. Specific centres operating in North West England and offering employment advice are listed later in the leaflet.

**Citizens Advice Bureau**  
[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

The address of a Bureau nearest to you is available on the website. You can also look up Citizens Advice's self-help website, which has very clear advice, at [www.adviceguide.org.uk](http://www.adviceguide.org.uk)

Some Citizens Advice Bureau give specific employment advice to individuals. **Salford Citizens Advice Bureau** may do so: Website: <https://www.salfordcab.org.uk>

Telephone No: 0300 3309074 between 10.00am and 2.00pm Monday to Friday or email them. They may be able to arrange an appointment for you.

**Equality Advisory and Support Service**  
[www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

The helpline is on 0808 800 0822 (free phone). This is only for discrimination cases under the Equality Act.

**Employment Tribunal Litigant in Person Support Scheme**

[ELIPS litigants | Employment Lawyers Association \(UK\) \(elaweb.org.uk\)](#)

This is a scheme run by the Employment Lawyers Association which offers free 40-minute appointments for legal advice to unrepresented litigants who meet certain criteria. Currently, only parties with cases in the Manchester Tribunal can apply.

**Law Works:**  
[www.lawworks.org.uk](http://www.lawworks.org.uk).

Law Works is a charity working to connect volunteer lawyers with people in need of legal advice who cannot afford to pay. Their advice clinics in NW England are based in Universities and are listed later in this leaflet. See also [www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you](http://www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you)

**Personal Support Unit**  
[www.thepsu.org](http://www.thepsu.org)

The PSU does not give legal advice, but it provides moral support and practical assistance in terms of helping put paperwork in good order etc.

## Law Centres in NW England

These centres listed below offer advice on employment disputes. Remember to telephone or email to seek advice. Many centres are operating only on this basis at present.

**Cumbria Law Centre**  
8 Spencer Street  
Carlisle  
Cumbria  
CA1 1BG

Telephone No: 01228 515129  
Email: [reception@cumbria-law.org.uk](mailto:reception@cumbria-law.org.uk)  
Website: <https://www.cumbrialawcentre.org.uk>

**Derbyshire Law Centre**  
1 Rose Hill East  
Chesterfield  
S40 1NU

Telephone No: 0800 707 6990 (freephone) or  
01246 550674  
Website: <https://derbyshirelawcentre.org.uk>

**Fylde Coast Advice Centre**

43 General Street  
Blackpool  
FY1 1SG

Telephone No: 01253 584811

Email: [enquiries@fcalc.org.uk](mailto:enquiries@fcalc.org.uk)

Website: <https://www.fyldecoastadviceandlegalcentre.org.uk>

**Greater Manchester Law Centre**

669 Stockport Road  
Longsight  
Manchester  
M12 4QE

Telephone No: 0161 769 2244

Email: [employmentadvice@gmlaw.org.uk](mailto:employmentadvice@gmlaw.org.uk)

Website: [Home - Greater Manchester Law Centre – Greater Manchester Law Centre \(gmlaw.org.uk\)](http://Home - Greater Manchester Law Centre – Greater Manchester Law Centre (gmlaw.org.uk))

## Employment Law Advice based at Universities in NW England

Telephone or email these clinics. Many are not operating on a face-to-face basis at present. Instead, advice is via phone/email/video appointment. Most operate in university term time only-Oct-Dec, Jan-March/April.

**University of Central Lancashire Law Clinic (UCLAN Law Clinic)**

Website: [Legal Advice Clinics and Mediation - UCLan](#)

Email: [lawclinic@uclan.ac.uk](mailto:lawclinic@uclan.ac.uk)

This is a free advice service provided by university students studying at the University Law School. There is no face-to-face clinic at present but virtual appointments may be possible.

**Lancaster University Law Clinic**

The Law Clinic operates between October and March to provide advice to members of the public from university students. There are no face-to-face appointments at present due to the pandemic. To access the clinic, complete the online appointment request form to seek an online appointment.

Website: [Home - Lancaster Law Clinic](#)

Email: [lawclinic@lancaster.ac.uk](mailto:lawclinic@lancaster.ac.uk)

**Liverpool John Moores University Pro Bono Centre**

John Foster Building  
80-98 Mount Pleasant  
Liverpool  
L3 5UZ

The legal advice centre operates between September and May each year. To access advice, please telephone or email the address below.

Website: [Legal Advice Centre | Liverpool John Moores University \(ljmu.ac.uk\)](#)

Telephone No: 07968 422574

Email: [LAC@ljmu.ac.uk](mailto:LAC@ljmu.ac.uk)

**Manchester University Legal Advice Centre**

Website: [Legal Advice Centre - The University of Manchester](#)

Address:

The Justice Hub  
School of Law  
University of Manchester  
188 Waterloo Place  
Oxford Road  
Manchester  
M13 9PL

Telephone No: 0161 275 7976

Email: [free.legal@manchester.ac.uk](mailto:free.legal@manchester.ac.uk) or complete the legal advice appointment request form on the website.

## Other Advice Centres

Cheshire, Halton & Warrington Race & Equality Centre  
The Unity Centre,  
17 Cuppin St,  
Chester  
CH1 2BN  
Tel 01244 400730  
<http://www.chawrec.org.uk>

Salford Unemployed and Community Resource Centre  
84-86 Liverpool Road,  
Eccles  
M30 0WZ

Offers employment advice to Salford residents. Contact the centre my phone or email. Tel 0161 789 2999

Opening times Mon-Fri 9.am-4.30pm. Employment Law caseworker available Tues-Friday but telephone or email for initial advice or to book an appointment.

Email [office@salforducrc.co.uk](mailto:office@salforducrc.co.uk) or [secretary\\_stuc@hotmail.co.uk](mailto:secretary_stuc@hotmail.co.uk)

## Alternative methods for resolving disputes

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| <b>ACAS will offer to mediate all claims.</b>      | Contact ACAS on 0300 123 1150 or <a href="https://www.acas.org.uk/">https://www.acas.org.uk/</a>  |
| <b>Judicial mediation and judicial assessments</b> | In some cases, the Tribunal will offer alternative methods for helping parties to resolve their disputes, known as judicial mediation and judicial assessments. They are explained in further detail here:<br><br><a href="https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-rule-3-adr-20180122.pdf">https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-rule-3-adr-20180122.pdf</a> |

## Other Advice Agencies

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| <b>HMRC Statutory Payments Dispute Team</b><br>For payments of Statutory Maternity Pay/Adoption Pay/Paternity Pay/Shared Parental Pay or Statutory Sick Pay when your employer is insolvent or refusing to pay. | t: 0300 322 9422  |
| <b>Maternity Action</b><br>Free online information and telephone advice on maternity and parental rights and benefits.  | t: 0808 802 0029<br><a href="https://maternityaction.org.uk">https://maternityaction.org.uk</a> |

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| <p><b>Pregnant then Screwed</b><br/>Charity which provides employment advice relating to pregnancy and maternity</p> | <p>Legal Advice Helpline tel: 0161 2229879<br/><a href="https://pregnanthenscrewed.com">https://pregnanthenscrewed.com</a></p> |
| <p><b>Rights of Women</b><br/>Legal advice to women experiencing sexual harassment in work.</p>                      | <p>t: 0207 490 0152<br/><a href="https://rightsofwomen.org.uk">https://rightsofwomen.org.uk</a></p>                            |
| <p><b>Working Families</b><br/>For issues around childcare and family rights in the workplace.</p>                   | <p>t: 0300 012 0312<br/><a href="http://www.workingfamilies.org.uk">www.workingfamilies.org.uk</a></p>                         |
| <p><b>Protect (formerly Public Concern at Work)</b><br/>Whistleblowing charity.</p>                                  | <p>t: 0207 404 6609<br/><a href="http://www.pcaw.org.uk">www.pcaw.org.uk</a></p>   |