

Sources of Legal Advice and Assistance

Employment Tribunal – South East Region

INTRODUCTION

Although Employment Tribunals are used to dealing with unrepresented parties, 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, however, we cannot give you legal advice.

This is a list of organisations who may be able to give you free advice and support. Some offer legal advice, some may represent you at the hearing, and some only offer emotional or practical support. The websites explain what kind of help can be given. Some offer services limited to certain areas.

We cannot guarantee that these organisations will be able to help you, and we are not responsible for the content or quality of any advice that you receive. There may be a delay in obtaining an appointment and the Tribunal does not usually delay cases to allow extra time for you to get assistance.

Useful information

The Employment Tribunal

www.justice.gov.uk/tribunals/employment

General Guidance on how the Tribunal expects the parties to prepare for a hearing is found in the Presidential Guidance

<https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-general-case-management-20180122.pdf>

General enquiries (England and Wales)

Employment Tribunal Customer Contact Centre

PO Box 10218

Leicester

LE1 8EG

United Kingdom

Telephone: 0300 123 1024

Textphone: 18001 0300 123 1024

Sources of Legal Advice and Assistance for unrepresented parties

Annex 1 National Advice Agencies and Organisations

Law Centres: 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.

Citizens Advice: www.citizensadvice.org.uk

The address of your local Citizens Advice is available on the website which also has very clear help on all work-related issues and practical advice, for example on how to write a Schedule of Loss.

Equality Advisory and Support Service: www.equalityadvisoryservice.com

The helpline is on 0808 800 0082 (free phone). This is only for discrimination cases under the Equality Act.

Law Works: www.lawworks.org.uk

The LawWorks Clinics Network is a nationwide network of free legal advice sessions supported by LawWorks. For a listing, see the website.

Advocate is the Bar's national charity. It may offer free representation at a tribunal hearing. You can apply for assistance at <https://weareadvocate.org.uk/apply-for-help/how-our-service-works.html>

Working Families: www.workingfamilies.org.uk

For issues around childcare and family rights. The helpline is: 0300 012 0312.

National Debt-line: www.nationaldebtline.org

0808 808 4000 – telephone or email advice on debt problems.

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Annex 2: Local organisations

Citizens Advice Watford

St Mary's Churchyard
High Street
WATFORD
Hertfordshire
WD17 2BE
Telephone: 0800 144 8848
Website: <https://www.cawatford.org.uk/>

Citizens Advice Reading

Minster Street
Reading
Postcode
RG1 2JB
Telephone: 0808 278 7819
Textphone: 0800 144 88 84
Website: www.rcab.org.uk/

Citizens Advice West Suffolk

The Risbygate Centre
90 Risbygate Street
Bury St Edmunds
Suffolk
IP33 3AA
Telephone: 0808 278 7868
Website: <http://www.suffolkwestcab.org.uk/>

Citizens Advice Cambridge

66 Devonshire Road
Cambridges
CB1 2BL
Telephone: 0344 848 7979
Website: <https://www.cambridgecab.org.uk/>

ARU Free Law Clinics, Peterborough & Cambridge

Anglia Ruskin University (ARU) offer free, by appointment only, law clinics that help to benefit you as well as their law students.

Email: lawclinic@anglia.ac.uk
Telephone: 01223 698 498
Website: <https://aru.ac.uk/business-and-law/economics-finance-and-law/law-clinic/book-an-appointment>

Chelmsford Law Clinic

Burgess Well House
Coval Lane

Chelmsford
CM1 1FW
Telephone: 01245 205562
Email: law.clinic@chelmsfordcab.org
Website: <https://www.chelmsfordlawclinic.org.uk>

Norfolk Community Law Service

14 Prince of Wales Road
Norwich
NR1 1LB
Telephone: 01603 496623
Email: info@ncls.co.uk
Website: <https://www.ncls.co.uk/>

ULLAC

Telephone: 01483 217528
Email: ULLAC-London@law.ac.uk
Website: <https://www.law.ac.uk/landing/ullac-london-enquiry-form/>

Free Representation Unit: www.thefru.org.uk

FRU may offer free representation at the tribunal hearing. You cannot approach FRU direct. An advice agency such as a Citizens Advice Bureau needs to make a referral.

The Employment Legal Advice Network is made up of not-for-profit organisations offering legal advice and support to those living or working in London. The ELAN website lists those organisations by London borough and also contains links to national charities and cross-London charities, all of which provide employment legal support.

<https://www.trustforlondon.org.uk/issues/work/elan-current-members/>

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Annex 3: Written and video guides to the law and procedure

Coming to an Employment Tribunal

Published by HMCTS this is a guide to who's who in an employment tribunal hearing. <https://www.youtube.com/watch?v=uXGM3yae-So>

Video hearings at the Employment Tribunal (England and Wales)

Published by HMCTS this is a guide to preparing and taking part in an employment tribunal video hearing.

<https://www.youtube.com/watch?v=0ZwAiabxqvo>

British sign language version:

https://www.youtube.com/watch?v=YGBFYt_K0jA

Published by ACAS, Advice on employment law, HR processes and good practice at work for employees and employers.

<https://www.acas.org.uk/>

Citizens Advice – Advice Guide

Published by Citizens Advice, Advice guide provides information on employment rights, and other legal issues.

www.adviceguide.org.uk

Equality Act Statutory Code of Practice

A good understanding of the various elements of each type of claim brought under the Equality Act 2010 can be obtained by reading the Equality Act Statutory Code of Practice – Employment 2020.

<https://www.equalityhumanrights.com/sites/default/files/employercode.pdf>

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Annex 4: Other possibilities

Trade Unions

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

Insurance

If you have household, car or other insurance cover, it may be that you are paying for legal expenses insurance, which can cover an employment tribunal case.

Solicitors

Some solicitors offer a 'no win, no fee' service – you will need to ask. ***Find-legal-advice.justice.give.uk***

Employment Tribunal Litigant Support Scheme (ELIPS) One-off free advice from employment lawyers run by the Employment Lawyers Association, in some areas in England. Please check whether the scheme is available in your area:

<https://www.elaweb.org.uk/content/employment-tribunal-litigant-person-support-scheme-elips>

Alternative methods for resolving disputes

ACAS will offer to mediate all claims.

Contact ACAS on 0300 123 1150 or <https://www.acas.org.uk/>

Judicial mediation and judicial assessments

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:

<https://www.judiciary.uk/wp-content/uploads/2013/08/presidential-guidance-rule-3-adr-20180122.pdf>