Sources of Legal Advice and Assistance
Wales Employment Tribunal

Although Employment Tribunals are used to dealing with unrepresented parties, many cases are more complex then 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 of Wales only.

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.

If you are a member of a trade union, they may help you. Household, car or other insurance may include legal expenses insurance, which can cover an employment tribunal case. Some representatives offer a 'no win, no fee' service.

Guidance & Useful Information

Acas Free, impartial advice on workplace rights, rules and best practice.	www.acas.org.uk t: 0300 123 1100
Advice Now Provides signposting to useful information on Employment Tribunal procedures.	www.advicenow.org.uk
BPP Videos Ten videos, produced by BPP Law School, contain information about what happens at a hearing and Employment Tribunal Procedures.	http://vimeo.com/user/71831050/folder/4038961
The **Employment Tribunals** website contains information about Employment Tribunal procedure, links to specific forms and contact information.	https://www.gov.uk/courts-tribunals/employment-tribunal
President of Employment Tribunals guidance on managing cases generally, including preparing for a hearing, disclosure of documents and preparing and exchanging witness statements.	https://www.judiciary.gov.uk/wp-content/uploads/2013/08/presidential-guidance-general-case-management-20180122.pdf
Streetlaw Law students deliver free interactive presentations on practical stages of Employment Tribunal process. Sessions delivered monthly from November to July on-line. No advice given.	***Streetlaw dates and joining details can be requested from the Tribunal.***
Video Hearings at the Employment Tribunal This short video explains what will happen at an Employment Tribunal video hearing.	https://youtu.be/0ZwAiabxqvo https://youtu.be/YGBFYt_K0jA (British Sign Language)
WorkSMART Information about employment rights and calculators for wages and redundancy pay.	www.worksmart.org.uk/work-rights
Employment Judge Explainer Videos Videos written by Employment Tribunal Judges to help you if you are bring a claim or defending a claim	https://www.youtube.com/playlist

Advice Agencies

Citizens Advice Advice and casework service, on all employment and discrimination issues	t: 0800 702 2020 (Advicelink Cymru) t: 0808 250 5720 (Specialist Employment and Discrimination helpline) t: 0300 330 2165 (National helpline) e (South Wales): discrimination.team@newportca.org.uk

	e (North Wales): discrimination@flintshirecab.cabnet.org.uk https://www.citizensadvice.org.uk/
Employment Tribunal Litigant in Person Support Scheme (ELIPS) Free advice from volunteer solicitors and barristers at fortnightly virtual clinics via Zoom (on Thursdays).	e: elips@elaweb.org.uk https://www.elaweb.org.uk/
Equality Advisory and Support Service Advice for discrimination cases under Equality Act 2010 only.	t: 0808 800 0082 www.equalityadvisoryservice.com
Disability Law Service Free helpline and advice for disabled people, their families, carers and advocates on discrimination and employment issues.	www.dls.org.uk t: 0207 791 9800
Free Legal Answers Volunteer lawyers answer specific questions about legal issues.	https://freelegalanswers.org.uk/
HMRC Statutory Payments Dispute Team 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
Law Works Advice Centres Find address of advice centre nearest to you.	www.lawworks.org.uk/legal-advice-individuals/find-legal-advice-clinic-near-you
Maternity Action Free online information and telephone advice on maternity and parental rights and benefits.	t: 0808 802 0029 https://maternityaction.org.uk/
Protect (formerly Public Concern at Work) Whistleblowing charity	t: 020 3117 2520 https://protect-advice.org.uk/
Rights of Women Legal advice to women experiencing sexual harassment in work.	t: 020 7490 0152 http://rightsofwomen.org.uk
Working Families For issues around childcare and family rights in the workplace.	t: 0300 012 0312 www.workingfamilies.org.uk
Advocate National pro bono charity which helps find barristers for people not eligible for legal aid and cannot afford to pay for legal assistance.	advocate.org.uk
The Speakeasy Law Centre (South Wales) Local legal professionals offer initial advice and help. No tribunal representation.	t: 0292 045 3111 e: info@speakeasy.cymru www.speakeasy.cymru/employment
Cardiff LGBTQ+ Law Clinic Free legal advice for LGBTQ+ individuals, based at Speakeasy Law Centre.	e: cardifflgbtqclinic@protonmail.com www.cardifflgbtqlaw.co.uk
Swansea University Law Clinic Free advice clinic	t: 0179 229 5399 www.swansea.ac.uk/law/lawclinic
University South Wales Legal Advice Clinic Appointment only advice from USW law students. General employment law advice to employees and employers. No Tribunal representation. Complete the enquiry form at the link if you have a legal matter that you would like to discuss with a member of the Legal Advice Clinic.	t: 0144 366 8600 e: uswlac@southwales.ac.uk USW Legal advice clinic enquiry form
North and Mid Wales Law Clinic Caseworkers offer specialist advice and support on Employment Law.	t: 0140 776 2278 e: lipsnorthwales@gmail.com
University of Law, Chester Employment Rights Advice Line (CHERAL) Telephone sessions offered between 5-7 p.m. on appointment-only basis. Offers initial advice but not representation to individuals/employees only.	t: 0148 321 6044 e: probono-chester@law.ac.uk https://www.law.ac.uk/about/legal-advice-for-the-public/

University of Chester Legal Advice Centre The Legal Advice Centre operates remotely during term time. You will be contacted to arrange a telephone or video call to discuss their employment law issues.	e: legaladviceclinic@chester.ac.uk https://www.lawworks.org.uk/legal-advice/individuals/university-chester-legal-advice-centre
Bangor University Legal Advice Clinic Bangor university law students provide free and confidential and professional service. Term time clincic providing free legal advice	t: 01248 388411 e: bulac@bangor.ac.uk

Support Agencies

BARKA Helpline for Central & Eastern European migrants. Employment advice in Polish, Russian & Romanian.	t: 0800 171 2926
BPP Tribunal Services (Bristol) Volunteer BPP law students, who accompany parties to hearings, to give administrative, note taking & emotional support. No legal advice or tribunal representation	e: tribunalservicesbristol@my.bpp.com
Modern slavery Helpline to report concerns and seek information or advice about forced labour, trafficking and domestic servitude.	t: 0800 012 1700 t: 0300 303 8151 (The Salvation Army)
Support Through Court Cardiff Civil Justice Centre Practical information and assistance and emotional support. Support Through Court does not give legal advice	t: 0292 034 3685 e: cardiff@supportthroughcourt.org www.supportthroughcourt.org

Alternative methods for resolving disputes

In appropriate cases, we can offer alternative methods for helping parties to resolve their disputes, known as judicial mediation and judicial assessments. They are explained in further detail here hΣps://www.judiciary.gov.uk/wp-content/uploads/2013/08/presidential-guidance-rule-3-adr-20180122.pdf

If you require this leaflet in large print, please contact Wales Employment Tribunal on 0292 067 8100.

Information for Litigants about Online ELIPS

What is ELIPS?

1. ELIPS stands for the Employment Tribunal Litigant in Person Support Scheme. Online ELIPS has been set up to support litigants via virtual meetings for as long as face-to-face meetings present difficulties due to Covid-19. It is a free advice service set up to support those who cannot afford legal advice.

2. It usually runs on the first and third Thursday of the month via Zoom meetings. It is open to Claimants and Respondents without representation by legal professionals, HR advisers or trade union officials. The service is for the parties themselves, not their witnesses.

3. Two qualified lawyers will be on duty during the online clinics. They are acting voluntarily and will not be paid for this work. All volunteers specialise in advising on employment law including cases brought in the Employment Tribunals.

4. The support provided includes advice on preparing for hearings and compliance with case management orders. You may find it helpful to obtain advice prior to the first preliminary hearing. This may include advice on identifying the issues that you will want an Employment Judge to decide.

5. The clinic is co-ordinated by the Employment Lawyers Association Pro Bono Committee, funded by the Employment Lawyers Association and supported by three "pro bono" (free of charge) legal charities: ADVOCATE, LawWorks and the Free Representation Unit.

6. The ELIPS clinics are very popular and the appointments are allocated on a first come first served basis. In order to assist those who need it most urgently, appointments are limited to those who require advice in respect of hearings that will be taking place within two weeks of the appointment, or who have to comply with a direction (e.g. prepare a witness statement) within two weeks of the appointment. Currently it is only available for litigants with a claim that is being heard in London Central, Wales, Birmingham or Bristol Employment Tribunals.

For example, if the clinic is taking place on Thursday 20 August 2020, to qualify for assistance you would need to show that you have a deadline to meet or a hearing to prepare for within two weeks of the clinic (on or before 3 September 2020).

7. To access a free advice session, you should do the following:

- Send an email to elips@elaweb.org.uk;
- Attach a copy of the notice of hearing and/or the case management orders/directions in respect of which you require advice so that the date for compliance and the Tribunal which is hearing your claim can be verified;
- If possible, please provide brief information about what help you would like to receive. For example, you may require assistance with preparation of a Schedule of Loss or you might have a query about a preliminary hearing to decide an issue such as whether or not you meet the test for disability in accordance with section 6 of the Equality Act 2020.

8. The documents you provide will be accessed by the volunteers on the day of the clinic. They will not have access to those documents in advance of the clinic. They are not allowed to help you outside of

the clinic. However, if you require further assistance, the volunteer may be able to signpost you to other services.

How will the online clinic work?

9. If you have been successful in securing an appointment with one of the ELIPS volunteers, you will be sent an email with instructions about accessing the appointment. This will be set up as a videocall via Zoom. You will need an appropriate device to access the appointment via Zoom, which may include a mobile telephone or a laptop or computer with a webcam. You will be provided with an ELIPS information leaflet which gives more detail of the clinic and what you should expect to happen.

10. The appointment will last no more than 40 minutes and you will receive an email following the meeting, summarising the advice provided. A law student may attend to provide administrative support to the qualified volunteer and for the purpose of career development.

11. Anything you discuss with the volunteers will be kept confidential between you, the lawyers and the students advising/assisting on the day and the ELIPS scheme administrators.

12. If you are not polite and respectful, the online meeting will be terminated, and you will not receive assistance.

STREET LAW: EMPLOYMENT TRIBUNAL PRESENTATION

Want to find out about Employment Tribunal procedure and what to expect at your hearing?

Come along to a FREE presentation by students from Swansea University, Cardiff University and the University of South Wales, aimed at assisting parties who are representing themselves.* An Acas representative will be present to answer questions.

These cover:

- **Overview of the Tribunal process from start to final hearing**
- **Practical stages from when claim is received up to hearing**
- **How the case is managed**
- **What to expect at a preliminary hearing**
- **Compiling a bundle of documents**
- **Preparing a witness statement**
- **Who sits where in the Tribunal room/remote hearings**
- **What order will the parties speak in**
- **What to expect from cross examination**
- **What happens after the hearing**

Presentations will take place **4.30-5.30pm** at the **Wales Employment Tribunal, 3rd Floor, Cardiff & the Vale Magistrates Court, Fitzalan Place, Cardiff, CF24 0RZ**, or you can **attend online.**

2025

26 November and **10 December**

2026

14 January, **11 February**, **11 March**, **15 April**, **6 May**, **10 June** and **8 July**

SIGN UP VIA EVENTBRITE

https://bit.ly/3YsE97s



University of South Wales Prifysgol De Cymru

Swansea University Prifysgol Abertawe

Cardiff University Prifysgol Caerdydd

acas working for everyone

*Please note that students can only provide information on Tribunal procedure and cannot advise on individual cases.



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BANGOR
UNIVERSITY

Clinig Cyngor Cyfreithiol
Prifysgol Bangor
Bangor University
Legal Advice Clinic

BANGOR UNIVERSITY LEGAL ADVICE CLINIC

Free Legal Advice Clinic

Provided by the Law students at Bangor

Bangor University law students provide a free confidential and professional service. Our term time clinic provides free legal advice to the public.

Our students are supervised by qualified solicitors and expert senior lecturers. The service is available in Welsh and English. No letter of advice is sent out unless it has been approved by a supervisor.

Clients will be interviewed by two students and their supervisor. The students will then research the area of law and a letter of advice will be sent to the client within days. No advice is given at the first interview.

Bangor University Legal Advice Clinic offers advice on most areas of law including family, consumer, employment law personal injury, probate and housing. No advice is given on criminal, immigration or welfare benefits although it may be possible to refer clients to other organisations who may be able to help.

Please contact us for dates and locations. Our clinic will be open during term time only.

For more information or to book an appointment contact:

Email: Bulac@bangor.ac.uk
Call: 01248 388411

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