

Key Considerations Before Speaking to an Employment Solicitor



Prepare a Brief Timeline

It is useful to make a simple note of the main events leading up to the current problem.

This might include:

- When the issue first started
- Important conversations or meetings
- When concerns were raised with your employer
- Any incidents that you believe are particularly important
- When disciplinary allegations were made
- Dates of investigation, grievance or disciplinary meetings
- When you received any formal decision or warning
- Any upcoming meetings or appeal deadlines

You do not need to prepare a detailed statement. A short chronology can help us understand the sequence of events during the initial conversation.



Gather Relevant Documents

Where possible, have the main documents relating to your employment and the workplace issue available.

These could include:

- Your employment contract
- Your employer's grievance or disciplinary policy
- Letters inviting you to meetings
- Details of allegations made against you
- Investigation reports or evidence supplied by your employer
- Grievance correspondence
- Disciplinary or grievance outcomes
- Previous warnings
- Relevant emails, messages or meeting notes
- Performance reviews or appraisals
- Any appeal correspondence

If you do not have all the relevant information, this should not prevent you from seeking advice. We can identify what else may be useful once we understand your circumstances.



Be Clear About the Current Stage

Tell us what has already happened and whether an internal procedure is underway.

For example, let us know if you:

- Are considering raising a grievance but have not yet done so
- Have already submitted a grievance
- Have been invited to an investigation or disciplinary meeting
- Are currently suspended
- Have received a warning
- Have received an outcome you want to appeal
- Believe your employer may be moving towards dismissal
- Have already been offered a settlement or proposed exit

This will help us understand what options are still available and whether any immediate action is required.



Consider What You Want to Achieve

Think about what a good outcome would look like for you.

Your priorities might include:

- Resolving the problem and remaining in your job
- Improving your working relationship with a manager or colleague
- Having concerns formally investigated
- Preventing disciplinary action
- Challenging or removing a warning
- Securing changes to your working arrangements
- Protecting your professional reputation
- Negotiating an agreed exit
- Considering whether you have grounds for a legal claim

You do not need to have decided exactly what you want before speaking to us. Understanding your initial priorities can, however, help us explain which options are most likely to achieve them.

 Tell Us About Any Important Deadlines

If you have been invited to a meeting or given a deadline to provide a response or appeal, let us know when contacting us.

Internal grievance, disciplinary and appeal procedures do not stop Employment Tribunal time limits from running. If the circumstances could potentially give rise to a Tribunal claim, it is therefore important that we know the relevant dates as early as possible.

 Consider the Importance and Value of the Issue

We want the legal work undertaken on your behalf to remain proportionate to what is at stake.

Consider how the issue could affect your employment, income, professional reputation and future career. Where the dispute has a financial element, it is also useful to have details of your salary, bonus, benefits and any other relevant entitlements available.

We can discuss the likely scope and cost of our involvement alongside the potential outcomes, helping you decide what level of legal support is appropriate.



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