

## EMPLOYMENT TRIBUNALS

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Leeds Employment Tribunal  
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Redde Ltd  
53-79 Highgate Road  
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London  
NW5 1TL

Date 23 August 2022

Case Number: 123456/2022

**Claimant**  
**Pablo Jimenez**

**V**

**Respondent**  
**Redde Ltd**

### **NOTICE OF PRELIMINARY HEARING FOR CASE MANAGEMENT on Monday, 3 October 2022 at 10:00 am**

1. There will be a preliminary hearing at Leeds on **Monday, 3 October 2022**. The hearing will start at **10:00 am**. You must arrive 15 minutes before the start time.
2. To take part you should telephone **0333 300 1440** on time and enter the access code **123456#** when prompted.
3. Sometimes hearings start late or cancelled at short notice. You will be told if this happens.
4. The hearing will last about **1 hour**. If you think that is not long enough, you must write to the Tribunal as soon as possible.
5. At the hearing, an Employment Judge will discuss the claim and response. The Judge will make orders to prepare the claim for a hearing and will fix a date for the next hearing.
6. You or a representative must come to the hearing. Even if you have a representative, you are encouraged to come to the hearing yourself. If you do

not come to the hearing yourself, your representative must fully understand your case and be able to answer any questions they are asked about it.

7. An agenda for the hearing is attached. You must fill it in and return it to the Tribunal, with a copy to the other side, seven days before the hearing.
8. The agenda shows what types of orders might be made at the hearing and what information you will be expected to provide at the hearing.
9. You must have a copy of the claim form, the response form and each person's completed agenda with you when you telephone in to the hearing.
10. If you have a disability that makes telephoning in to the hearing or communicating difficult, please tell the Tribunal office dealing with your case as soon as possible.

There is information about Tribunal hearings here:

<https://www.gov.uk/government/publications/employment-tribunals-hearing-types-t425>

There is information about Judicial Assessments here:

<https://www.judiciary.uk/publications/employment-rules-and-legislation-practice-directions/>

under Presidential Guidance Rule 3 – Alternative Dispute Resolution

If you do not have access to the internet, paper copies can be obtained by telephoning the Tribunal office dealing with the claim.

Signed,

*J. Smith*

MR J SMITH  
For the Tribunal Office

Date: 23 August 2022

cc ACAS

**Completed by: Claimant/Respondent**  
**AGENDA FOR CASE MANAGEMENT**  
**AT PRELIMINARY HEARING**

**Rules 29 - 40, 53 and 56 Employment Tribunals Rules of Procedure 2013**

**It will help the efficient management of the case if you complete this agenda, as far as applies and send it to every other party and the Tribunal to arrive no later than 2 days before the preliminary hearing (PH). A completed agreed agenda is particularly helpful.**

**1. Parties**

<b>1.1</b>	Are the names of the parties correct? Is the respondent a legal entity? If not what is the correct name?	
<b>1.2</b>	Should any person be joined or dismissed as a respondent?  If yes, why?	

**2. The claim and response**

<b>2.1</b>	What are the complaints (claims) are brought?  If any are withdrawn, say so.	
<b>2.2</b>	Is there any application to amend the claim or response? If yes, write out what you want it to say.  Any amendment should be resolved at the PH, not later.	
<b>2.3</b>	Has any necessary additional information been requested? If not set out a limited, focused request and explain why the information is necessary. If requested, can the relevant information be provided for the PH? If so, please do.	

**3. Remedy**

<b>3.1</b>	If successful, what does the claimant seek? This means e.g. compensation or reinstatement where possible etc.	
<b>3.2</b>	What is the financial value of the monetary parts of the remedy? All parties are encouraged to be realistic.	

<b>3.3</b>	Has a schedule of loss been prepared? If so, please provide a copy.	
<b>3.4</b>	Has the Claimant started new work? If yes, when?	
<b>3.5</b>	In cases involving dismissal, please confirm whether the claimant was a member of an occupational pension scheme. If so, was it a defined benefit scheme or a defined contribution scheme?	

#### 4. The issues

<b>4.1</b>	What are the issues or questions for the Tribunal to decide?  It is usually sensible to set this out under the title of the complaints.	
<b>4.2</b>	Are there any preliminary issues which should be decided before the final hearing?  If yes, what preliminary issues?  Can they be added to this preliminary hearing? If not, why not?	

#### 5. Preliminary hearings

<b>5.1</b>	Is a further preliminary hearing needed for case management?  NB This should be exceptional.  If so, for what agenda items? For how long? On what date?	
<b>5.2</b>	Is a further substantive preliminary hearing required to decide any of the Issues at 4.1? If so, for which Issues? How long is needed?	

	Possible dates?	
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## 6. Documents and expert evidence

<b>6.1</b>	Have lists of documents been exchanged?  If not, date/s for exchange of lists	
<b>6.2</b>	Have documents copy documents been exchanged? If not, date/s for exchange of copies? <ul style="list-style-type: none"> <li>for any further preliminary hearing</li> <li>for the Hearing</li> </ul>	
<b>6.3</b>	Who will be responsible for preparing <ul style="list-style-type: none"> <li>index of documents?</li> <li>the hearing bundles?</li> </ul> Date for completion of this task and sending copy to other side?	
<b>6.4</b>	Is this a case in which medical evidence is required? Why? Dates for <ul style="list-style-type: none"> <li>disclosure of medical records</li> <li>agreeing any joint expert</li> <li>agreeing any joint instructions</li> <li>instructing any joint expert</li> <li>any medical examination</li> <li>producing any report</li> <li>asking questions of any expert</li> <li>making any concessions</li> </ul>	

## 7. Witnesses

<b>7.1</b>	How many witnesses will each party call?  Who are those witnesses?  Why are they needed?	
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<b>7.2</b>	Should witness statements be exchanged on the same date or provided sequentially?  Dates for exchange:  For further preliminary hearing For the final hearing	
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**8. The hearing(s)**

<b>8.1</b>	Time estimate for final hearing with intended time table  Is a separate hearing needed for remedy?	
<b>8.2</b>	Dates to avoid (with reasons) or to list Any dates prelisted by the Tribunal	

**9. Other preparation**

<b>9.1</b>	Should there be admissions and/or any agreed facts  If so by what date/s?	
<b>9.2</b>	Should there be a cast list?  From whom and when?	
<b>9.3</b>	Should there be a chronology? From whom and when?	
<b>9.4</b>	Are there special requirements for any hearing? (e.g. interpreter, hearing loop, evidence by video, hearing party in private under rule 50) If yes give reasons	

**10. Judicial assessment/judicial mediation**

<b>10.1</b>	Is this a case that might be suitable for judicial assessment?	
<b>10.2</b>	Are the parties interested and do they consent to judicial assessment?	
<b>10.3</b>	Is this a case that might be suitable for judicial mediation?	
<b>10.4</b>	Are the parties interested in the	

	possibility of judicial mediation?	
<b>10.5</b>	JUDICIAL USE ONLY	If relevant, Judge to consider whether criteria for judicial assessment/judicial mediation apply and then raise with the parties and record response. If appropriate, conduct JA and/or list for judicial mediation subject to liaison as appropriate with listing and the REJ.

**11. Any other matters**

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