



## Acas: Conciliation

If you are experiencing a problem at work, been dismissed or suffered discrimination and it is the type of issue that an employment tribunal has the jurisdiction to hear then you can use the Acas Early Conciliation process.

If you want to make a claim to the employment tribunal then you MUST first use the Acas Early Conciliation process.

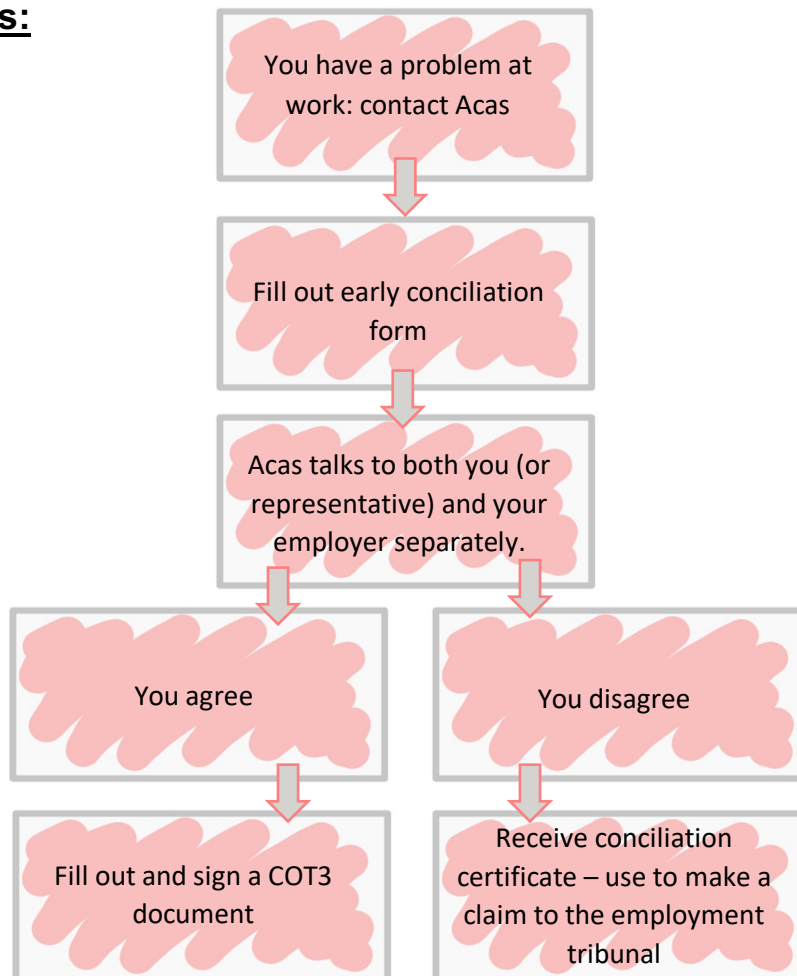
Do this through either:

- Acas website: <https://www.acas.org.uk/early-conciliation>
- or phone them on 0300 123 1100

### What is conciliation:

This is where an Acas conciliator will discuss with you (or your representative) and the employer separately to understand the problem with the hope of reaching an agreement so there is no need to proceed to the employment tribunal.

### The process:



Updated:

Disclaimer: The information is for general guidance only and is not legal advice. *It should not be regarded or relied upon as a complete or authoritative statement of the law.* BPC is not liable for any loss, damage or inconvenience arising from using the information provided.



## **Filling in your early conciliation form:**

Information checklist:

- Your employer's legal name and address, which you might find on your payslip, contract, or letter of employment. The trading name of the company is not always the same as the legal name. If you are unsure about the name of your employer, then please contact us for assistance as it is important that you use the correct legal name.
- The registered address of your employer which might be on a letter from your employer. You can check on the Companies House website if unsure of the correct address
- Your own name, phone number, email and home address.
- The details of your representative present if you have one
- A summary of the details of your employment problem

## **Who can be a representative:**

- Friend
- Relative
- Colleague
- Union official
- Lawyer

## **Timings:**

To bring a court claim = 3 months less a day.

Acas Early Conciliation will stop the clock whilst taking place.

But an outstanding appeal or grievance will not so don't wait until the last minute to make a claim to the employment tribunal.

## **Benefits of conciliation:**

- Less time and less money
- Hopes to fix working relations with employer so you do not have to find another job
- You can have a say in the outcomes

The Birmingham Peoples Centre can help give you free legal advice about any part of the conciliation process and can help check over your COT3 agreement.

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