



EMPLOYMENT TRIBUNALS

Claimant: Miss S Lawson

Respondent: Medimmune UK Ltd

RECORD OF A PRELIMINARY HEARING

Heard at: Liverpool by CVP **On:** 27 August 2024

Before: Employment Judge Ainscough

Appearances

For the claimant: in person

For the respondent: Mr Grundy - Counsel

CASE MANAGEMENT ORDERS

Final hearing

1. The final hearing will take place at **Liverpool Employment Tribunals, 3rd Floor, Civil and Family Court, 35 Vernon Street, Liverpool L2 2BX** on **Monday 13 January 2025** and **Tuesday 14 January 2025**. The case will be heard by an Employment Judge. The hearing will start at 10.00 am. You must arrive by 9.30 am.
2. Sometimes hearings start late, are moved to a different address or are cancelled at short notice. You will be told if this happens.

This preliminary hearing

3. At this preliminary hearing I determined that the claimant was not a disabled person in accordance with section 6 of the Equality Act 2010.
4. The claims of disability discrimination have been dismissed and a separate judgment will be sent out in due course.

Applications

5. It was not necessary to determine the claimant's application to amend her disability discrimination claims because those claims have been dismissed.

Claims and Issues

6. The remaining claim is unfair dismissal. The issues for that claim are as set out in the record of the preliminary hearing prepared by Employment Judge Shotter on 26 July 2024.

Documents

7. By **4 October 2024** the respondent must send the claimant copies of all documents relevant to the issues.
8. By **18 October 2024** the claimant must send the respondent copies of any other documents relevant to those issues. This includes documents relevant to financial losses.
9. Documents includes recordings, emails, text messages, social media and other electronic information. You must send all relevant documents you have in your possession or control even if they do not support your case. A document is in your control if you could reasonably be expected to obtain a copy by asking somebody else for it.

File of documents

10. The respondent must prepare a file of those documents with an index and page numbers. They must send a hard copy to the claimant by **1 November 2024**.
11. The file should contain:
 - 11.1 The claim and response forms, any changes or additions to them, and any relevant tribunal orders. Put these at the front of the file.
 - 11.2 Other documents or parts of documents that are going to be used at the hearing. Put these in date order.
12. By **8 November 2024**, the claimant and the respondent must agree which documents are going to be used at the hearing.
13. The claimant and the respondent must both bring a copy of the file to the hearing for their own use.
14. The respondent must bring two more copies of the file to the hearing for the Tribunal to use by 9.30 am on the first morning.

Witness statements

15. The claimant and the respondent must prepare witness statements for use at the hearing. Everybody who is going to be a witness at the hearing, including the claimant, needs a witness statement.
16. A witness statement is a document containing everything relevant the witness can tell the Tribunal. Witnesses will not be allowed to add to their statements unless the Tribunal agrees.
17. Witness statements should be typed if possible. They must have paragraph numbers and page numbers. They must set out events, usually in the order they happened. They must also include any evidence about financial losses and any other remedy the claimant is asking for. If the witness statement refers to a document in the file it should give the page number.
18. At the hearing, the Tribunal will read the witness statements. Witnesses may be asked questions about their statements by the other side and the Tribunal.
19. The claimant and the respondent must send each other copies of all their witness statements by **9 December 2024**
20. The claimant and the respondent must both bring copies of all the witness statements to the hearing for their own use.
21. The respondent must bring two more copies of the witness statements to the hearing for the Tribunal to use by 9.30 am on the first morning.

Providing electronic documents to the Tribunal

22. The respondent's representative must provide to the Tribunal electronic pdf copies of the agreed hearing file and witness statements no later than **7 days** before the hearing.
23. If the Tribunal has ordered a chronology, list of people or written submissions, the respondent's representative must provide electronic pdf copies of them to the Tribunal on the date they are required to be produced.
24. If the pdf copies of documents are required be uploaded to the Tribunal's Document Upload Centre, the Tribunal will email with instructions and a link to access the Document Upload Centre. This link will allow parties or representatives to upload pdf documents and files directly to the Tribunal.
25. If only one party is represented, that party will have responsibility for uploading the documents. If both/all parties are represented an Employment Judge will decide which representative will be responsible for uploading the documents. Only one representative will be sent the link to upload the documents; all other Tribunal correspondence will be with all parties.

26. Large document files (exceeding 25mb) **must not** be sent by email to the Tribunal as they will be rejected. Large files must be uploaded to the Document Upload Centre . Where documents are uploaded to the Document Upload Centre, they must not be sent to the Tribunal in any other way unless directed by an Employment Judge.
27. Parties and representatives must read and follow the guidance and instructions for the Document Upload Centre which the Tribunal will send them separately. Failure to do so may lead to documents not being uploaded or not being accessible. When uploading documents, use the following naming convention with the case number and a brief description of the document e.g. “250000.21 Claimant v Respondent file of documents”.

Variation of dates

28. The parties may agree to vary a date in any of these orders by up to [14] days without the Tribunal’s permission, but not if this would affect the hearing date.

About these orders

29. These orders were made and explained to the parties at this preliminary hearing. They must be complied with even if this written record of the hearing arrives after the date given in an order for doing something.
30. If any of these orders is not complied with, the Tribunal may: (a) waive or vary the requirement; (b) strike out the claim or the response; (c) bar or restrict participation in the proceedings; and/or (d) award costs in accordance with the Employment Tribunal Rules.
31. Anyone affected by any of these orders may apply for it to be varied, suspended or set aside.

Writing to the Tribunal

32. Whenever they write to the Tribunal, the claimant and the respondent must copy their correspondence to each other.

Useful information

33. All judgments (apart from judgments under Rule 52) and any written reasons for the judgments are published, in full, online at <https://www.gov.uk/employment-tribunal-decisions> shortly after a copy has been sent to the claimants and respondents.
34. There is more information about the Employment Tribunals on the judiciary website. In particular, you may wish to read the information behind the tiles “Before the hearing”, “At the hearing”, “Rules, Orders, Practice Directions and

Guidance”, Sources of advice and support” and “Further information”. The website is here:

[Employment Tribunals \(England and Wales\) - Courts and Tribunals Judiciary](#)

- 35. The Employment Tribunals Rules of Procedure are here:
<https://www.gov.uk/government/publications/employment-tribunal-procedure-rules>

- 36. You can appeal to the Employment Appeal Tribunal if you think a legal mistake was made in an Employment Tribunal decision. There is more information here:
<https://www.gov.uk/appeal-employment-appeal-tribunal>

- 37. Please note that if a Tribunal hearing has been recorded you may request a transcript of the recording, for which a charge may be payable. If a transcript is produced it will not include any oral judgment or reasons given at the hearing. The transcript will not be checked, approved or verified by a judge. There is more information in the joint Presidential Practice Direction on the Recording and Transcription of Hearings. You can access the Direction and the accompanying Guidance here:

[Practice Directions and Guidance for Employment Tribunals \(England and Wales\) - Courts and Tribunals Judiciary](#)

Employment Judge Ainscough
27 August 2024

Sent to the parties on:

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For the Tribunal Office:

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