



University of Strathclyde
LAW CLINIC

1A. Early Conciliation

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Early Conciliation

Early Conciliation through ACAS is the first step you need to take prior to raising a claim in the Employment Tribunal.

Going through the early conciliation notification process is:

- Compulsory;

- Free; and

- Can Settle Cases.

Key Features of Early Conciliation (1)



This is a required step which must be taken within the normal time limit for your case.



You **must** contact ACAS or submit an [early conciliation form](#).



However, you do not need to participate/engage in conciliation.

Key Features of Early Conciliation (2)



ACAS will contact you upon receipt of the form to get further details of your case.



ACAS will ask if you consent to them contacting your employer to discuss your case. If you don't consent, ACAS will issue your Early Conciliation Certificate.



If you agree that ACAS contact your employer and they are also willing to discuss your case, ACAS will assist with conciliation.

Key Features of Early Conciliation (3)



Early conciliation will usually last one calendar month if you agree to conciliation.



Possibility of extending conciliation by a further 2 weeks

If both parties feel an extension of time might help resolution.



Once early conciliation ends, an Early Conciliation Certificate will be issued noting the date conciliation started and finished. The ECC has a reference number which is essential when submitting your Employment Tribunal application.

The Time Limits Clock starts again.

For more information please look at slideshow 1B.

Contact Details

To initiate early conciliation please contact ACAS:

- ▶ www.acas.org.uk/earlyconciliation - online form
- ▶ 0300 123 11 22 - phone