

Employment Tribunal Award or ACAS Settlement

Vicks Enforcement



EMPLOYMENT TRIBUNAL AWARD OR ACAS SETTLEMENT

This is a guide to enforcement of an employment tribunal award or ACAS settlement where the respondent (employer) has failed to pay.

In May 2009, the then Justice Secretary Jack Straw announced that there would be new measures to improve the payment of employment tribunal awards through a new employment tribunal fast track system. This decision came about following research conducted by the Citizens Advice (CAB). The research showed that 39% of Tribunal Awards granted failed to receive any payment and only 53% were paid in full.

The employment tribunal fast track system allows a High Court Enforcement Officer (HCEO) to be allocated to your case at the beginning of the enforcement process. The HCEO will then act on your behalf to arrange the issue of a Writ of Control and attempt to recover the monies owed from the respondent.

STEP 1 - THE FORMS YOU WILL NEED TO COMPLETE

You will need to complete form N471 (for Employment Tribunal awards) or form N471A (for ACAS settlements)

If you no longer have the order, you can get a certified copy at no cost by writing to:

The Secretary to the Tribunals
First Floor,
10-0 Southgate Street,
Bury St, Edmonds,
IP33 2AQ

Once you have completed the correct form, you will need to complete our "transfer up" form to transfer your case to the High Court for enforcement. [Click here to visit the transfer up website.](#)

STEP 2 - THE COST OF ENFORCEMENT

The cost to issue the Writ of Control is £60.00 payable to HM Courts & Tribunals Service or (HMCTS). If enforcement is unsuccessful you will be liable to pay a compliance fee to the HCEO of £75.00 + VAT. No other fees are payable and if enforcement is successful the respondent will be liable to pay the HCEO's fees in accordance with The Taking Control of Goods (Fees) Regulations 2014.

[STEP 3 – INTEREST](#)

You are entitled to add interest; the HCEO will add this on for you.

[STEP 4 - RETURNING THE FORM](#)

Once you have completed the required forms you should return them to the following address: Vicks Enforcement, 132 - 134 Great Ancoats Street, Manchester, M4 6DE. You can also return the documents electronically, please [contact us](#) about this.

[STEP 5 - THE ENFORCEMENT PROCESS](#)

Once the HCEO has received your forms and payment, he will then arrange for the documents to be sent to the Court and for the Writ to be sealed. Once the Writ has been issued and has been received, the enforcement process will begin. A notice of enforcement is required to be served upon the respondent giving them 7 days to make payment before any action can be taken by the HCEO. If after 7 days no payment has been made the HCEO will visit the respondent's address without further notice to take control of the respondent's goods. We find that in most cases the threat of seizure is enough to encourage payment. Seizing goods will help secure payment and if it's a commercial property the HCEO will force entry if necessary.

[STEP 6 - PAYMENT](#)

Once payment has been received by the HCEO it will be held for 14 days and then paid to the claimant usually via BACS. The HCEO will also prepare a report for the claimant.

For more information on High Court Enforcement [Click Here](#)

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[ABOUT US](#)

Vicks Enforcement is a Manchester based company that provides enforcement services across England and Wales to individuals, businesses, housing organisations and local authorities. For more information on our company and the services we provide please visit our website: www.vicksenforcement.co.uk or alternatively contact our head office on 0845 - 467 - 8229 to discuss your needs.