

Agreement for mediation (1/2012 Version)

Between:

(1)
.....
(represented by Messrs..... Solicitors)

(2)
.....
(represented by Messrs..... Solicitors)

Being the parties to the dispute, collectively known as “the parties”,

(3)
Raymond Watson (“the Mediator”)

-and-

(4) (Secure Mediation, (a trading name of Secure Legal Services Ltd), Armitage House, 71 Peak Close, Armitage, Staffordshire WS15 4TY “Secure Mediation”)

Terms and Conditions

1.1 Terms and Conditions

1.1 The parties and the Mediator agree that these terms and conditions shall be deemed to apply to the mediation of the dispute notwithstanding the absence of any one or more signatures to the agreement.

2. The Appointment

2.1 The parties agree to the appointment of the Mediator on the terms of this Agreement.

2.2 The parties acknowledge that the mediator is independent, neutral and that the Mediator does not give legal advice.

2.3 The parties also understand that the role of the Mediator is to facilitate settlement of the dispute by negotiation and agreement where possible, and that the Mediator will not adjudicate the dispute.

2.4 Save in the case of gross error or misconduct, the parties agree that they will respect the neutrality of the Mediator and any professional body to which the Mediator may belong, and not bring any claim, demands or proceedings against the Mediator.

2.5 Further, the parties agree and acknowledge that Secure Mediation shall not be liable for any alleged or actual loss or damage arising out of the appointment of the Mediator or the conduct of the mediation, whether in contract or tort, and agree that they will not bring any claim, demands or proceedings against Secure Mediation.

2.6 All notes of the Mediator are confidential to the Mediator and shall not be available to the parties at any time, nor subject to subpoena for production as evidence in any court, tribunal or other judicial hearing or proceeding.

- 2.7 The parties and the Mediator acknowledge that Secure Mediation is the sole agent of the mediator for the purpose of this mediation and that all fees due in accordance with this Agreement shall be paid direct to Secure Mediation.
- 2.8 The Mediator hereby agrees that Secure Mediation shall be under no liability to the Mediator in respect of any fees unpaid by the parties.
- 2.9 The Mediator confirms and warrants that he is fully trained or accredited in the field of ADR work in which he or she holds himself out, undertakes to comply with all relevant professional standards in respect of mediators, and undertakes at all times to have suitable and sufficient professional indemnity cover in place and to provide a copy of the certificate to Secure Mediation upon request.

3. **Venue and Date**

- 3.1 The mediation will take place on the date and time agreed and at the venue stated in the letter of appointment accompanying this agreement.
- 3.2 If the mediation is being conducted at the premises of a party or their representatives, then the parties will make whatever arrangements are required and advise Secure Mediation accordingly. Alternatively, Secure Mediation will make the arrangements on behalf of the parties and charge the parties as provided in Clause 4.64

4. **Fees**

- 4.1 Each party agree to pay the Mediator:
- 4.2 The sum of £ [] plus VAT, being the Mediator's fee for one [] hour day of mediation and all preparation and pre-mediation contact with the parties ("the Mediation Fee") together with £ [] plus VAT for each additional hour of time spent at the mediation ("the additional Mediation Fee");
- 4.2.1 The Mediator's travel and incidental expenses.
- 4.2.2 Unless otherwise agreed each Party shall pay the Mediator, equally, the sum referred to above. Invoices will be rendered prior to the Mediation for the Mediation Fee and anticipated travel expenses and are payable no later than 7 days (including non-working days and weekends) before the mediation takes place.
- 4.2.3 Invoices (if any) issued after the mediation for any additional charges payable pursuant to clause 4.6, including; additional Mediation Fee, travel and incidental expenses not already invoiced shall be paid to Secure Legal Services Ltd on behalf of Secure Mediation within 14 days (including non-working days and weekends) of such invoices being rendered.
- 4.2.4 The Mediator or Secure Legal Services Ltd on behalf of Secure Mediation shall not be obliged to refund all or any part of the Mediation Fee if the time taken in reading, pre-mediation contact or the mediation is less than that set out in clause 4.2.
- 4.3 The parties agree that the fees and any additional charges shall be borne equally between them, unless provided otherwise by this agreement or as a mediated settlement, they agree otherwise.
- 4.4 VAT is payable on all fee and charges at the applicable rate from time to time.
- 4.5 In the event of late payment of any sum, interest shall accrue on the said sum at the rate of 8% above the Bank of England base rate from time to time until payment is received and shall be added to the outstanding account.
- 4.6 Additional charges shall be payable by the parties in respect of;
- 4.6.1 Overtime beyond the agreed times set out in clause 4.2, calculated pro rata to the mediation fee as set out in clause 4.2 plus any travel expenses of the Mediator.

- 4.6.2 Additional preparation time by the Mediator occasioned by cancellation or adjournment by a party, to be calculated pro rata to the mediation fee;
- 4.6.3 Any agreed expenses of the Mediator;
- 4.6.4 Any incidental expense, including venue hire, refreshments, and any other disbursements validly incurred by Secure Legal Services Ltd on behalf of Secure Mediation in respect of the mediation, to the cost of which Secure Legal Services Ltd on behalf of Secure Mediation shall be entitled to add a handling fee of 20%.
- 4.6.5 Any costs, charges and expenses incurred in enforcing the payment of any fees or additional sums which shall be payable on demand entirely by the party in default.

5. **Cancellation and re-scheduling**

- 5.1 In the event of cancellation of the mediation, whether the matter or dispute has settled or otherwise, and or whatever reason, the parties and the mediator agree that there shall be a cancellation fee as follows:
 - (a) In the event of notice of cancellation given to Secure Mediation no later than 7 days (including non-working days and weekend) before the day fixed for the mediation, there shall be an administration fee payable, plus any additional charges incurred pursuant to clause 4.6. or
 - (b) Where notice of cancellation is given to Secure Mediation within 7 days (including non-working days and weekend) of the mediation date, 50% of the Mediator's fees, plus any additional charges incurred pursuant to clause 4.6" will be payable. or
 - (c) Where notice of cancellation is given to Secure Mediation within 48 hours (including non-working days and weekend) of the mediation date 100% of the Mediator's fees, plus any additional charges incurred pursuant to clause 4.6 will be payable."
- 5.2 In the event of re-scheduling of the mediation otherwise than by Secure Mediation, whenever and for whatever reason, the parties and the Mediator agree that there shall be a re-scheduling fee as follows:
 - (a) In the event of notice of re-scheduling given to Secure Mediation no later than 7 days (including non-working days and weekends) before the day fixed for the mediation, there shall be a re-scheduling fee in the sum of 30% of the administration fee, and 30% of the Mediator's
 - (b) In the event of notice of re-scheduling given to Secure Mediation less than 7 days (including non-working days and weekends) before the mediation, there shall be a re-scheduling fee in the sum of 50% of the administration fee, and 50% of the Mediator's fees, plus any additional charges incurred pursuant to clause 4.6.
- 5.3 Notice of cancellation or re-scheduling shall be given to Secure Mediation by email to ray@securemediation.co.uk or by fax 01543 492 006 giving the case number and Secure Mediation's reference number.

6. **Procedures**

- 6.2 The parties may be represented if they wish, but legal representation is not a requirement. Where a party is not legally represented, such party is advised to obtain independent legal advice before, during and after the mediation and prior to finalising any agreement reached pursuant to the mediation.
- 6.3 No other person shall attend the mediation without consent of the parties and the Mediator.
- 6.4 It is acknowledge that neither Secure Mediation nor the Mediator offer legal advice or act as a legal advisor for any of the parties nor will they analyse or protect any party's legal position or rights.
- 6.5 The parties may agree and prepare a mediation brief providing the information set out in Appendix 1. Each party may also prepare a confidential brief to the Mediator which will not be disclosed to the other party.

- 6.6 While it is recognised that mediation is a voluntary process and that the Mediator will not, and cannot, compel the parties to settle, nor even to continue the mediation, the parties agree to participate in good faith with the aim of achieving settlement.
- 6.7 The parties agree that they will have present at the mediation such people as are authorised to agree settlement terms, or ensure that they themselves have such authority.
- 6.8 The parties agree that any settlement reached in the mediation will not be legally binding until written and signed.
- 6.9 There shall be no recording or stenographic record of the mediation.
- 6.10 The parties or the Mediator may end the mediation at any time without giving a reason.

7 Confidentiality

- 7.2 The parties recognise that the mediation is for the purpose of attempting to achieve a negotiated settlement and as such all information provided during the mediation is without prejudice and will be inadmissible in any litigation or arbitration of the dispute.
- 7.3 Evidence which is otherwise admissible shall not be rendered inadmissible as a result of its use in the mediation.
- 7.4 The parties will not subpoena or otherwise require Secure Mediation, a director or employee of Secure Mediation, the Mediator or any other person attending the mediation under the auspices of Secure Mediation to testify or produce records, notes, or any other information or material whatsoever in any future or continuing proceedings.
- 7.5 Every person involved in the mediation will keep confidential and not use for any collateral or ulterior purpose the fact that the mediation is to take place or has taken place, other than to inform a court dealing with any litigation relating to the dispute of that fact, save as otherwise may be required by statute or statutory instrument.
- 7.6 All documents, statements, information and other material produced prior to or during the course of the mediation, save to the extent that these documents have been disclosed already and are in the domain of the litigation, whether in writing or orally, shall be held in confidence by the parties and shall be used solely for the purposes of the mediation save as otherwise may be required by statute or statutory instrument.
- 7.7 At the termination of the mediation all such material shall be returned to the originating party or forthwith destroyed at their option.

8 Human Rights

- 8.2 The parties agree and acknowledge that the referral of this dispute to mediation does not affect the rights that may exist under Article 6 of the European Convention on Human Rights, and that if the dispute is not settled by mediation, the parties right to fair trial remain unaffected.

9 Law and Jurisdiction

- 9.2 This agreement shall be governed by, constructed and take effect in accordance with English Law.
- 9.3 The Courts of England and Wales shall have exclusive jurisdiction to settle any claim or dispute which may arise out of or in connection with the mediation.

Signatures of the parties (Please sign and return to Secure Mediation, Armitage House, 71 Peak Close, Armitage, Staffordshire WS15 4TY)

Name of Party 1:

Signed:

Date:

I (name of Legal Representative)

.....

Of Messers Solicitors

have advised my client of the meaning and effect of this agreement, undertake to ensure that my client's fees are paid to Secure Legal Services Ltd on behalf of Secure Mediation in accordance with the terms of this agreement, and acknowledge and agree that my firm is liable for the costs of the mediation in the same as it is liable for disbursements incurred in the course of litigation and shall be responsible to and shall indemnify Secure Mediation for payment of the fees set out herein in the event of my client's failure to pay pursuant of the terms of this agreement.

Signature of representative.....

Signatures of the parties (Please sign and return to Secure Mediation, Armitage House, 71 Peak Close, Armitage, Staffordshire WS15 4TY)

Name of Party 2:

Signed:

Date:

I (name of Legal Representative)

.....

Of Messers Solicitors

have advised my client of the meaning and effect of this agreement, undertake to ensure that my client's fees are paid to Secure Legal Services Ltd on behalf of Secure Mediation in accordance with the terms of this agreement, and acknowledge and agree that my firm is liable for the costs of the mediation in the same as it is liable for disbursements incurred in the course of litigation and shall be responsible to and shall indemnify Secure Mediation for payment of the fees set out herein in the event of my client's failure to pay pursuant of the terms of this agreement.

Signature of representative.....

For and on behalf of the Mediator:

Name:

Signed:

Date:

For and on behalf of Secure Mediation:

Name: R.J. Watson

Signed: 

APPENDIX 1

Mediation Brief

An individual or an agreed mediation brief will be helpful and is usually expected by the mediator. It should contain the following information:

1. An outline of the facts giving rise to the disputes;
2. The issues to be mediated;
3. Factual submissions in relation to issues;
4. Expert reports in support of a party's position;
5. The suggested manner as to how the dispute should be resolved;
6. A bundle of the key documents, pleadings and orders;
7. Any case law, regulations, etc. relied upon.

Parties may also prepare a confidential brief to the mediator which will not be disclosed to the other party. If you send a confidential brief, please clearly mark it as confidential.

Mediation day

The mediation will probably start with a short presentation by each side of its case to the mediator and the other party.

Each party should be prepared to make a brief oral statement explaining their perspective.

During the mediation the mediator will probably speak to the parties separately in order to improve the mediator's understanding of each party's views and facilitate the mediator in expressing each party's viewpoint to the other side.

The mediator then shuttles from one room to the other, exploring the avenues for settlement.

Information given to the mediator during such private talks will be treated by the mediator as being confidential unless the mediator is specifically authorised by that party to disclose it.

If the parties are able to reach a solution, then a document is drawn up and signed by both parties.