



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## Mediation Agreement

This Mediation Agreement ("Agreement") is entered into by the undersigned parties in accordance with the Mediation Policy and Procedure of West Oxfordshire District Council ("the Organisation").

### 1. Parties

This Agreement is between:

- **Party A:** [Full Name]
- **Party B:** [Full Name]

Collectively referred to as "the Parties."

### 2. Purpose

The Parties agree to engage in a confidential mediation process in good faith to resolve the dispute described below:

**Dispute Summary:** [Brief description of the issue]

### 3. Mediator

The mediation shall be facilitated by an impartial third party ("the Mediator"):

- **Mediator Name:** [Name]
- **Organisation (if applicable):** [Name]
- **Mediator Contact:** [Phone / Email]

The Mediator has no decision-making authority and will guide the Parties in reaching a mutually acceptable resolution.

### 4. Voluntary Participation

Mediation is voluntary, and either party may withdraw from the process at any time by providing written notice to the Mediator and the other party.

### 5. Confidentiality

All communications made during the mediation are confidential and will not be disclosed to anyone outside the process unless:

- Required by law;
- Both Parties agree in writing; or
- Disclosure is necessary to enforce a mediated settlement agreement.

The Parties agree not to use any information disclosed during mediation as evidence in any legal or administrative proceeding.

## 6. Mediation Process

- The mediation session(s) will occur on: [Insert Date(s)]
- Location (or virtual platform): [Insert Location or Platform]
- Duration: [Insert anticipated length, e.g., "half-day," "2 hours," etc.]

The process may include joint and/or separate meetings with the Mediator.

## 7. Settlement Agreement

If a resolution is reached, the terms will be recorded by email and are to be accepted by both Parties.

## 8. Costs

Unless otherwise agreed, the cost of mediation will be:

Covered by the Organisation

## 9. Acknowledgement and Signatures

By signing below, the Parties confirm that they understand and agree to the terms of this Mediation Agreement.

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### Party A

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Party B

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Mediator

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_