

## **Workplace & Family Business or Charity Board/Director Disputes**

Interpersonal workplace/board disputes require time and skill to resolve. The fee options set out below are inclusive of all preparation, pre-mediation contact with the parties and a mediation as specified. Additional hours may be authorised by agreement to an additional fee. Please ask if you would have difficulty paying the fees as special arrangements can be made, particularly for voluntary organisations and charities. Fees are usually paid by the employer or the organisation.

### *Online/Telephone Only Mediation (2 participants) £400*

This would include 2 **individual sessions online/telephone** with each participant of up to an hour, followed by a **joint online session of up to two hours** (this may include individual sessions).

**Unlimited email support** from agreement to take part in the process until a week after the face to face meeting.

### *Individual Coaching Sessions @ £60 per session, £175 for 3 or £200 for 4 sessions*

There would be no sharing of information between the parties even if requested. Each session could either be coaching, targeted training in managing conflict/communication or a combination of both. It would be up to the parties to resolve the dispute or request a mediation.

### *Fixed Price Online/Telephone and Face to Face Mediation (2 participants) £650*

This would include up to 2 **individual online or telephone sessions** of up to an hour with each participant, followed by a **face to face meeting of up to 3 hour** in a **neutral venue**. Travel within 50 miles of Durham included in fixed fee.

(Additional participants requiring individual meetings @ £100)

**Unlimited email support is included**, from agreement to take part in the process until a week after the face to face meeting.

**Room hire or refreshments are not included**, and the price is based on provision of a **suitable neutral venue** (2 rooms) and light refreshments. (I can arrange a venue at additional cost if required) Travel more than 50 miles from Durham would incur additional costs..

### *Other options are available*

*If you would like a free, confidential discussion about what is most suitable for you, please email [help@nancyradford.com](mailto:help@nancyradford.com) with contact details and suggested times. Resources and more information available on [www.nancyradford.com](http://www.nancyradford.com)*

**Prices Valid to 1 January 2021**

Roundtuit t/a Nancy Radford, Co registered in England and Wales. Company number 9519412

## Civil & Commercial Fee Options

*Disputes over £10,000 and under £50,000*

The fee options set out below are inclusive of all preparation (save in a case involving more than 100 pages), pre-mediation contact with the parties and a time-limited mediation as specified. Additional hours over the fixed hours quoted are charged at an hourly rate. Unless otherwise agreed each party is invoiced an equal share of the fee in advance of the mediation (plus anticipated travel and incidental expenses where appropriate).

Payment is due before the date fixed for the mediation. Any charges for additional hours or extra expenses incurred are invoiced to the parties on an equal basis after the mediation has taken place and are payable within 14 days.

### *Online Mediation*

As well as face to face mediation, we use a secure specialist online conferencing platform (Zoom) that allows both telephone, audio and video conferencing. It provides the facility for virtual break out rooms. Participants receive a link / telephone number so do not have to share their personal details with other participants. It is easy to use and accessible. Not all disputes are suitable for this.

Includes 1 individual session (up to 1 hr) and a technical check with each party and up to 3 hours of online mediation session which may include both joint and/or separate discussions . For two participants the fee would be **£400** (£200 per participant)

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### *Face to Face mediation*

All fees quoted below exclude chargeable expenses. Roundtuit Limited is not VAT registered so no VAT will be added to the cost. Room hire is **excluded**—if required this would be an additional charge. Travel within 50 miles of Durham included in fixed fee, other areas would incur additional charges.

Option 1: 2 parties and under £50,000 in dispute; No Lawyer mediation –resulting in a memorandum of understanding to take back to lawyers for review. Suitable for early stage disputes where both parties prepared to talk to each other face to face without lawyers. Initial telephone/online up to an hour discussions with each party, up to 3-hour face to face mediation. **£650** (£325 each) Extra hours @ £125 per hour.

Option 2: 2 parties and under £50,000 in dispute; Initial telephone/online hour discussions with each party, up to 4 hour face to face mediation. **Face to Face 4 hours £700** (£350 per party) **OR 8 hours £1000** (£500 per party) extra hours @ £125 per hour. Lawyers in attendance to write binding agreement if settled.

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## Small Claims

*Disputes under £10,000*

The fee options set out below are inclusive of all preparation, pre-mediation contact with the parties and a mediation as specified. Additional hours may be authorised by both parties agreement to an additional fee. Room hire is excluded—if required this would be an additional charge. Travel within 50 miles of Durham included in fixed fee.

Fees are usually split between the two parties equally. Once the agreements to mediate and summaries are completed and signed, each party is invoiced an equal share of the fee in advance of the mediation plus anticipated travel and incidental expenses where appropriate. **(Payment is due from both parties before the date fixed for the first session).**

### *Telephone Mediation*

Suitable for straightforward, single issue claims (e.g. invoice payment, refund etc.) Not suitable in situations where high emotions, apologies wanted, multiparty, lack of capability or complicated. The mediator discusses the claim individually with the two parties and asks what they can offer/what they want. Time limited **1 hours total**, via phone and email. **£150** (£75 each) payment before start.

**Upto 3 hours total including joint telephone conference £250** (£125 each) payment before start.

### *Online Mediation (up to 5 hours total):*

I use a secure specialist online conferencing platform (Zoom) that allows both telephone, audio and video conferencing. It provides the facility for virtual break out rooms. Participants receive a link / telephone number so do not have to share personal details with other participants. It is easy to use and accessible. Not all disputes are suitable for this. Includes an individual session (up to 1 hr), and a brief follow up call with each party and two hour online conference. **£400** (£200 each)

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