**Suffolk County Council Internal Mediation Request Form**

**This form is for those who are requesting the SCC Internal Mediation Service for employees in their team. Please fill out all areas so that your request can be processed swiftly.**

The form should be sent to the SCC Mediation Co-ordinator via [**mediation@suffolk.gov.uk**](mailto:mediation@suffolk.gov.uk)and you will receive an initial email response within two working days. A further response will offer your employees a date for the sessions and will include all relevant details – room, time etc. within another five working days. An acceptance response will be required from you as detailed within that email. Mediation takes a full day, with individual sessions in the morning and the joint session following. The Mediator Co-ordinator is able to explain the process of mediation but will not be able to go into details about the content of the sessions.

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| **Detail required:** | **Your response:** |
| **Names of parties requiring the mediation:** | **1)**  **2)** |
| **Referrer name(s):** | **1)**  **2)** |
| **Contact details of referrer(s):** | **Email(s):**  **Phone number(s):** |
| **Directorate(s):** |  |
| **Place(s) of work (building(s)):** |  |
| **HR Case Manager (if relevant):** |  |
| **Dates *not* available within next three - five weeks:** |  |
| **Today’s date:** |  |
| **Budget code (may be required for Mediator’s basic travel and/or meeting room expenses):**  **Any other requirements of the parties involved (access / interpreter etc.):** |  |
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**Please do not detail anything about the dispute or case in this form. Thank you. Please now send this form to the Mediation Co-ordinator at** [**mediation@suffolk.gov.uk**](mailto:mediation@suffolk.gov.uk)