Adur & Worthing councils

Legal and Democratic Services

Internal Memo

From:	Elaine Sidaway – Admin Assistant	Our Ref: 004260-st/es/76379
To:	Peter Barnett – Principal Planning Officer (ADUR)	Your ref:
Cc:		
Date:	**27 October 2009**	
Re:	**Acknowledgment of instructions memo - ADC - Emergency TPO - 8 Tarmount Lane, Shoreham-by-Sea**	

Thank you for your instructions on this matter.

I confirm that it has been allocated to Satinder Tamber. She is a solicitor within the office and is supervised by Andy Couper, Legal Services Manager who in turn reports to Jeremy Cook, Executive Head of Legal and Democratic Services. If you have any problem with the service provided, then you should initially approach her or her supervisor.

Satinder Tamber is generally available Monday to Friday. We have arrangements to ensure continuity of cover in the event of absence from the office due to sickness, holiday or other engagements. In such circumstances, please contact Penelope Cronin (Practice Manager) so that another Legal Officer can be asked to look at the matter.

For more information, I refer you to the Service Level Arrangements for Legal Services which you will find on the Council's intranet at http://wbcintranet/legal_services/Shared%20Documents/Forms/AllItems.aspx

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29 Oct