Adur & Worthing councils

Legal and Democratic Services

Internal Memo

From: Becky Giles

To: Carlos Hone

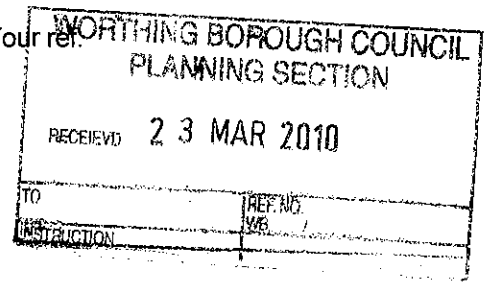
Planning Officer

Cc:

Date: **22.03.2010**

Our Ref: 004698-st/087681

Your ref:



Re: **Acknowledgment of instructions - ADC -S106 UU Unit 4 Elm Business Units, Chartwell Road, Lancing**

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 Julie Watson, Solicitor who in turn reports to Susan Sale, Legal Services Manager. 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 Thursday. 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

[redacted]

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