**PROCESS OF ENGAGEMENT**

2020/21

1. **Purpose of this document**
	1. This document aims to describe how you will engage the services of Haringey Council’s Legal Department.
	2. The procedure is the same whether the engagement to seek legal advice or legal representation.
2. **Contact the Legal Department**
	1. Whilst all instructions of work will need to be authorised via Haringey Council’s SLA online portal for Schools, you will need to contact someone individually within Legal Services discuss your legal requirements prior to the work being accepted or authorised on the Council’s SLA portal.
	2. Please contact the most relevant officer via phone or email. The chart on the next page sets out telephone numbers for the manager in each team, and the email address it firstname.surname@haringey.gov.uk
	3. If you are unsure how to contact, please contact Corporate Governance’s Business Manager, Terese Johansson, telephone number 020 8489 3975, email terese.johansson@haringey.gov.uk.
	4. Main contact officers for Schools are -

Education related matters –

* Raymond Prince, Head of Legal Services, (Litigation, Corporate and Property), telephone number 020 8489 5935.
* Mobina Khan, Senior Lawyer (Employment and Education matters), telephone number 020 8489 2098.

Other matters –

* Stephen Lawrence-Orumwense, Head of Legal Services, (Social Care and Contracts), telephone number 020 8489 5947.
* Gina Clarke, Principal Lawyer (Employment, Education and Corporate), telephone number 020 8489 5656.
* Michelle Williams, Principal Lawyer (Litigation, including anti-social behaviour), telephone number 020 8489 3857.

***To contact anyone via telephone, please dial 020 8489 and the 4 digit extension number indicated in the chart below***