



Charities Safety Group member organisations will:

- Not make direct contact with Westminster City Council with respect to this agreement.
- Route any communication for Westminster City Council through the Charities Safety Group management committee.
- Accept that when applying for or accepting advice from Westminster City Council it is for their managers/trustees to decide what action is required and the timing of it.
- Prepare any request for advice within the terms of this agreement on the basis that the response will be limited according to the level of detail provided on the issue/case.
- Ensure the terms of data protection and human rights legislation are met when submitting documentation for service requests.

Charities Safety Group will not:

- Require its member organisations to follow any advice provided by Westminster City Council.
- Expect Westminster City Council to enter into direct communication with any of its member organisations.

Partnership Agreement Communication Structure

All communications between Charities Safety Group and Westminster City Council will be between the nominated liaison officers from each party so as to ensure that the process for support remains consistent and robust. The Charities Safety Group management committee will therefore submit service requests through their nominated liaison officers. All subsequent activity and communications will be limited to this route.

Liaison officers will meet quarterly, with meetings scheduled to take place shortly before each Charities Safety Group meeting. (The Charities Safety Group will arrange for City Council Liaison Officers to attend Charities Safety Group meetings where appropriate.)

Sufficient notice will be given of likely changes to personnel. Following each annual general meeting, if both contact liaison officers should be deselected from the management committee, Charities Safety Group commits itself to ensure that at least one is co-opted to this position for at least 6 months.

Partnership Agreement Review

Charities Safety Group and Westminster City Council will formally review the agreement 6 months from its inception to reflect any necessary changes imposed by the Primary Authority initiative.

Where difficulties with the partnership are experienced, those matters will be referred to the lead officers of the Westminster City Council and the Charities Safety Group management committee. Both parties reserve the right to dissolve the partnership with a minimum of 6 months notice on either side.

Dated: 22nd October 2008