

## **West End Security Group Constitution**

### Description and Aims

WESG is a voluntary and member led association that brings together broadly similar organisations with a shared interest in:

- Strengthening the protection of their organisations against terrorism
- Ensuring that their organisations and the wider West End are better prepared to respond to and recover from the aftermath of a terrorist incident
- Enhancing the resilience of the West End

To this end, the aim of WESG is to increase the ability of its members to resist, respond, react to and recover from a terrorist attack, major security incident or serious event (such as diseases, natural hazards, major accidents or societal risks). This mirrors the Prepare and Protect functions of the national counter terrorism strategy (CONTEST). It also aligns with the risks outlined in the National Risk Register (National Risk Register of Civil Emergencies 2017 edition). WESG's agenda will be further informed by Westminster City Council's Community Risk Register and the work of the Borough Resilience Forum.

The WESG has formed partnerships with Westminster City Council, The Metropolitan Police Service and the Safer Business Network in order to pursue this aim. Further partnerships will be formed to support and enhance the aims of the WESG.

### Purpose

The rationale behind WESG is to improve the ability of its members to resist, respond, react and recover from a terrorist attack, major security incident or serious event. Individual members also work as part of geographic groups to enhance area security and develop resilience. As each member or group improves their own security and resilience it strengthens the security and the resilience of the West End. WESG will continue to seek partnerships with other organisations to boost the security and resilience of the West End.

Whilst it is the responsibility of individual members to improve their own security and resilience, this is supported by the resources that WESG can provide. This includes facilitated access to local and national good practice to assist with the development and delivery of their respective security, business continuity and resilience plans. WESG's focus is also to establish influential and productive links and partnerships at the appropriate level, as well as to organise security and resilience related events, for the benefit of its members.

### Membership Rules and Eligibility

Members. There are currently 14 members of WESG, and the group consists of a blend of landowners and Business Improvement Districts. All members make a financial contribution to WESG which funds exercises, projects and the employment of advisors. The Chair and the Management Committee will make recommendations to expand the group as required. New members are nominated by a current member and then agreed by a majority of existing members. Nominations can be made at any time in the year. The group reaffirms its wish to continue as an organisation at its AGM in April. Current members are listed at Attachment I.

Associates. Members can sponsor an Associate to become part of WESG. The process for nominations is set out in the agreed WESG Associates Membership document. An Associate is likely to be, for example, a large facilities management company, often with access to internal specialist security resources who work alongside a member, and whose inclusion will enhance the security of WESG. The Associate will not have the same benefits as a full member and will pay a

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reduced annual fee negotiated on a case-by-case basis. The admission of an Associate is agreed by the Management Committee which then informs the members.

Partners. The WESG needs partners to deliver success. Partners will normally be invited to WESG meetings. They are to be agreed by a majority of the membership.

### Governance and Decision Making

WESG is an Unincorporated Association. An Unincorporated Association is a Not For Profit voluntary organisation, akin to a sports club or society that comes together for a particular purpose but decides not to use a formal structure like a company. An Unincorporated Association has greater freedom of operation than a company or partnership; for example, there is no requirement to register it or file annual returns. In time, WESG could evolve to a Company Limited by Guarantee if this is felt to be appropriate or necessary.

The WESG is run by a Management Committee. This consists of a Chair and five members with the consultants in attendance. A Deputy Chair may be appointed to ensure that there is no conflict of interests. The consultants will not attend when finance is discussed. The Chair of WESG and Management Committee are elected by the members at the AGM or at a WESG meeting if a vacancy arises. Ideally the Chair should be elected for two years to provide continuity. The Chair may serve a maximum of four years. The management committee may serve a maximum of three years. The Management Committee meets six times a year or as required in order to:

- Set the direction for WESG
- Review and refine the annual Work Programme.
- Agree the agenda for the WESG meetings. This includes reviewing recommendations, papers or reports prepared for the plenary group.
- Set the objectives, outputs and budgets for the work carried out by the consultants.
- Take appropriate decisions and/or enter contracts on behalf of the members
- Manage and Direct the WESG financial situation

The current Management Committee is at Attachment 2. A quorum is three members. It is elected at the AGM. Once agreed, confirmatory actions from the Management Committee will be circulated to all WESG members. In an Unincorporated Association the management committee are empowered to enter contracts on behalf of members. They can also be signatories to the bank account. Technically they act as Trustees for the members. While they are personally liable for these decisions, insurance will be put in place for their protection. The management committee is to declare individual interests once elected and then at the start of each year (April)

WESG will meet formally four times per year whilst also facilitating events in the interim, such as briefings or exercises. A programme of work and budget will be agreed annually and progress on both areas will be reported at each meeting. The aim is to reach any decision by consensus. When this cannot be done, a majority vote is required. If a decision is required in between meetings it will be taken using the silence procedure.

Members and Associates can leave WESG at the AGM or at the November meeting. Given the nature of the budget, any member who leaves at the midpoint must expect to forego any repayment of their membership fee, although this would be assessed on a case by case basis. A member could be disqualified should they fail to declare an interest or have continued data breaches which affect WESG. This decision would be brought to a WESG meeting where a majority would be required.

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### Financial Arrangements

To assist with establishing and implementing the WESG operating model, members will be asked to make a financial contribution to secure the assistance of subject matter experts, pay for projects and access to leading crisis management consultancy. The financial contribution is not set and will depend on the value provided by WESG to each member. Other costs, for example those related to hosting meetings, administration and logistics, will be the responsibility of the respective WESG member.

Aggregated across the membership, the total amount of available funding will mean that members will be able to leverage significantly greater support than might otherwise be available for a comparable cost. Decisions relating to funding arrangements will be determined by a majority of WESG members at a WESG meeting.

The Portman Estate administers the WESG finances. Financial contributions are sent to them and the Estate then pays any bills and provides a budget reconciliation for each meeting. In due course it is planned to open a WESG bank account, which will be administered by the Management Committee.

All contracts must be agreed by the Management Committee. The contracts must be affordable in the current budget. Those under £10,000 can be signed off by two members of the Management Committee. Those over £10,000 will require three signatures. The signing of contracts is to be reported to the next WESG meeting. All projects over £10,000 should be the subject of a competitive tendering process where at least two quotes are obtained against a written specification agreed in advance by the Management Committee.

The Management Committee is subject to anti-bribery and anti-money laundering legislation. Hospitality should be reported to and recorded by the Chair. Any member may report something they feel is untoward to either the Chair or a member of the Management Committee when it will be investigated.

Contractors submit their bills bi-monthly to the Deputy Chair or other nominated member of the Management Committee. The Deputy Chair checks the work is in keeping with the WESG Work Programme and is within budget, authorises payment (or otherwise) and then sends the paperwork to the Management Committee for confirmation. Other invoices are also submitted to the Deputy Chair.

### Miscellaneous

GDPR. As an unincorporated association WESG is to register with the ICO. WESG has its own privacy policy which will be agreed by the Management Committee and presented to WESG members. Each member is responsible for adhering to this. The Management Committee is to ensure that WESG operations and practices are fully compliant with GDPR legislation, including the processing of all data held on members, associates, partners and suppliers.

WESG Crisis Management App. This has been developed by Monarda Solutions Ltd exclusively for the use of WESG members and associates. The app is wholly owned by Monarda Solutions Ltd but is provided to WESG for their sole use in perpetuity.

Contractors. The appointment and release of contractors will be sanctioned by the Management Committee. All contractors must have the necessary insurance policies in place.

Constitution. Changes to the Constitution can be recommended and will then be agreed by the Management Committee and briefed at the next WESG meeting. The Constitution will be verified at each AGM.

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Attachments:

1. WESG Members and Associates
2. WESG Management Committee and Attendees

## **Attachment I – WESG Members and Associates**

### Members

- Baker Street Quarter Partnership Business Improvement District (BID)
- The Crown Estate
- Grosvenor Estate
- Heart of London BID
- Howard de Walden Estates
- Marble Arch BID
- New West End Company
- Shaftesbury
- The Portman Estate
- Northbank BID
- Victoria BID
- Westminster/Victoria BID
- Capco (Covent Garden)
- The Church Commissioners

### Associates

JLL (The Crown Estate)

Safer Business Network

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## Attachment 2 – WESG Management Committee

Position	Name	Position
Deputy Chair	Richard Jefferies	Operations Director, Grosvenor; oversight of WESG finance
Member	Gareth Griffiths	Security and Resilience Manager, The Crown Estate
Member	Katherine Fleming	Operations Director, Northbank, Victoria and Victoria/Westminster BIDs
Member	Helen Burrige	Senior Manager, Operation, Baker Street Quarter Partnership
Member	James-Lawley Barrett	Associate Director of Place Management, NVEC

## In attendance for Management Committee Meetings

Position	Name	Comments
Chair	Bill Moore	Consultant and strategic lead; Bill Moore limited
Consultant	Mike Wood	Consultant; Monarda Solutions
Consultant	Richard Dennis	Richard Dennis Consultancy Ltd