

11th Board of Directors Meeting
Tuesday 4th of December 2007 at 6pm
Napiershall Street Centre
39 Napiershall Street
Glasgow, G20 6EZ

Attendance

Board of Directors

Bailie Hanzala Malik JP
Onkar Singh Jandu
Brij Gandhi MBE
Harriette Campbell
Malcolm Green
Vincent Chudy
Haji Munir

Staff

Mohammed Razaq
Michael Wilson (Minute Taker)

Observers

Supt. David Stewart
Cllr Joseph McIlwhee
Arshaq Ahmad
Cllr Bob Chadha

Strathclyde Police
Inverclyde Council
Scottish Prison Service
North Lanarkshire Council

Chair:

Bailie Hanzala Malik JP

1. Apologies

Board of Directors

Mohammed Zahid
Sharon Schlesinger
Masud Khan
O P Khanna MBE
Linda McTavish
Syed Jafri
Bilal Ahmed

Observers

Catriona Bryden
Cllr Irfan Rabbani
Ian Fraser

Crown Office & Procurator Fiscal Services
Glasgow City Council
Inverclyde Council

2. Welcome

Chair welcomed all those in attendance to the 11th Board of Directors Meeting.

3. Approval of Previous Minutes

The minutes from the previous meeting of the 30th of August 2007 were unanimously accepted as a true and accurate record of proceedings.

4. **Matters Arising**

There were no matters arising.

5. **Reports:**

a. **Staff Reports**

The reports below were circulated to all those in attendance for discussion

Mohammed Razaq – Principal Officer

1. **Scottish Alliance of Racial Equality Councils (SAREC)**

Since my last report I have attended two meetings of SAREC 5th September 07 and 22nd November 07 along with the Chair and one meeting of CEO's only on the 2nd November 07.

I am pleased to report that a SAREC Business Plan has been completed and the Scottish Government will be approached in relation to funding for 2008/09. A full report has been compiled by WSREC and other REC's in relation to ongoing work this year. Also included in the report is the work that we wish to continue and new areas of work that we wish to take up.

SAREC will be approaching other funders in relation the wider issues/work that it wishes to take up.

The initial SAREC launch date at the Scottish parliament of 29th December was postponed and new date will be fixed for January February 2008.

It has to be noted that in the first year of its plan SAREC will be approaching the Scottish Executive in view to obtaining resources for each REC to carry out equality work in 2007/08

2. **Funding/Projects**

This committee consisting of Mr Khanna, Dr Malcolm Green and Sharon Schlesinger has met twice now the initial meeting took place on Thursday 16th August 07 and then 25th October 07.

The committee agreed to take the following areas of work forward from the Business Plan including agreeing who would be taking it forward and from whom resource may be obtained to carry its out the work.

1. Advice & information- service level agreements
2. Criminal Justice-secondments/service level agreements
3. Training-
4. Faith- Islamaphobia
5. New A8 and A10 Communities
6. Care in the Community

The following action would be taken in view of the above.

Meetings to be had with the following organisations

- The 12 Unitary Authorities

- Strathclyde Police
- Strathclyde Fire and Rescue Service
- Scottish Prison Service
- Meeting to be arranged with GCC staff in relation to European funding

It was also agreed to utilise funds to obtain the services of CEiS a consultancy organisation in relation to individual bids being worked on by staff.

Mentoring (Volunteers) Project

An outline proposal was forwarded to the Big Lotteries for a Mentoring Project. A response was received that further works require to be carried out to the bid to make it fit into the category of 'Investing in Communities' section. A meeting took place and actions points are being worked on before going back to the Lotteries with a bid. Work is on-going on this bid

Good Community Relations project -New Communities

There is need to work with the new communities to address the issue of integration, employment, housing and service delivery from public agencies.

Roma Young People Project

This is an area that has been identified and staff have had action research carried out in relation to need and are in the late stages of an application. This bid was completed and forward to BBC Children in Need for consideration on the 27th November 07.

Conflict Resolution- CEHR, section 17 Funding

WSREC will be bidding for the above funds which have been transferred from the now defunct CRE to the EHRC. There is no indication at this moment of when applications would be available for completion.

Training

There is training gap in relation to equality legislation within the voluntary sector in particular in the EM sector. It is this in mind that resources are required to gap this knowledge deficit.

Asylum Seekers/Refugees (GRIP)

This existing 3 year Comic relief funded project comes to end in December 07. We would wish to continue the work as there is still demand for the service.

3. WSREC Business Plan 2008-11

This has now been completed

4. Events attended

- Sunday 9th September 07 Asian Games (Celtic park)
- Tuesday 11th and 12th Sept Conference on Race, Disability & Human Rights (London)
- Tuesday 18th September 07 AGM of Central CAB

- Saturday 6th October 07 GRIP partner in theatre Show during Black History Month
- Thursday 11th October 07 Participated in CPP employment event in Glasgow
- Sunday 14th October 07 Provided WSREC stall at Berkeley Street Gurdwara
- Tuesday 16th October 07 Attended Alpha 10th Anniversary event in Edinburgh
- Wednesday 17th October Course Input provided at joint WSREC/Uni of Paisley
- Tuesday 23rd October 07 BFoREC meeting with T. Philips Chair of EHRC (Lon)
- Saturday 27th October Provided WSREC stall at Active life Clubs 'Eid in the Park event
- Tuesday 30th October 07 STUC Conference on Equality in Glasgow
- Wednesday 14th November Meeting in relation fostering and carers in EM Community

5. Meetings attended

- Thursday 23rd August 07 Strategic MARIM
- Tuesday 28th August 07 Citizen Advice Bureau
- Friday 31st August Scottish Prison Service (REMIT)
- Friday 5th September 07 CEO's Only meeting of SAREC (Edinburgh)
- Friday 28th September 07 Glasgow College of Nautical Studies
- Friday 2nd November 07 SAREC, Edinburgh (CEO's meeting)
- Thursday 8th November 07 University of Paisley (REWPS Group)
- Thursday 22nd November 07 SAREC meeting CSREC Falkirk
- Thursday 22nd November 07 Attended Black leaders Network in Glasgow

Michael Wilson - Diversity Officer/ Administrative Officer

Diversity Officer (P/T)

This part time post is resourced by the Scottish Government and is part of Connecting to Communities project backed by the Scottish Alliance of Racial Equality Councils (SAREC). In this role I work closely with the Glasgow Community Planning Partnership to increase participation by minority ethnic communities in the community planning process. This is achieved by facilitating events, focus groups and training sessions all aimed to involving diverse communities in community planning. In addition to this role I am also seeking to strengthen relations between Community Planning Partnerships in the West of Scotland to encourage future inter-authority work.

Recent work has included:

- Glasgow Wide Community Planning and equality Seminar for Minority Ethnic Communities held on 19th of November 2007
- Community Planning Training session delivered to Ethnic Minority Enterprise Centre on 23rd of November 2007

- Focus Group held for Minority Ethnic Elderly in the west End n 27th of November 2007

Forthcoming work:

- Chinese community organisations 'Community Planning training' to be held on 10th of December 2007
- 'Community Planning training' to be delivered to Mel-Milaap Centre and Glasgow Central Mosque in January 2008
- Two Community planning focus groups to be held in January 2008
- Cultural Diversity training to be delivered to Glasgow Youth Hostel on 16th of January 2008

Administrative Officer (P/T)

In this post I assist the Office Manager in the day to day running of the office. I have specific responsibility for the office IT systems, website maintenance and stationery replenishment. As the nominated person for maintaining the website I am tasked to ensure the website will well presented and all content is up to date.

Recent work has included:

- Development of website
- Preparation of funding bid to Children in Need for Roma Youth Project

Farrah Rashid – Office Manager

Since my last report, the administrative team has managed to restructure the main office, with all members of staff now situated at the front. The back area is now being utilised as a training/seminar/meeting area and is available to outside organisations for hiring purposes at a very small fee.

We have managed to purchase and install two new computers and with the help of volunteers we now have a resource library which is now very near to completion.

At the moment I am working on grant applications to the local authorities with assistance from Bushra Iqbal.

Derek Prentice - Current Police Seconded

I commenced this post on 24 October 2007 and my working week at Strathclyde Police HQ and WSREC.

At WSREC I have become engaged with 3 cases involving racial harassment, which are ongoing.

I have attended the following: -

- A joint WSREC CPP event at St Francis Church, Gorbals, Glasgow, which I was actively involved.
- GARA event concerning the engagement of black youths by youth workers and public bodies
- Strathclyde Police Force, Gypsy Travellers meeting and intend attending at an ACPOS GT meeting on 7 December 2007.

➤ MARIM meeting

I am secretary of the USP, attended a meeting recently at WSREC and have another meeting with them on 5 December 2007 at Shotts Prison.

Shahana Noor – Race Equality Education Officer

PAREF

The competition for 2007/08 is a book of photos ‘A Celebration of Our Roots’. The book will feature photo’s of young peoples families and friends to celebrate the diversity of Scotland, and also the fact that the world population is increasingly mobile In particular, we are looking for photographs and stories about Grandparents and other people who have migrated to Britain or immigrated to other countries in the world, or moved to the West of Scotland from elsewhere within Scotland and the UK.

Unfortunately only six Public Authorities have given funding towards the competition, but only four are actually taking part in the competition, which will produce a smaller book, but still worthwhile.

Connecting to Communities - Community Planning Partnership

Recently I have been working to produce a Guidance Pack on the six Equality and Diversity strands; the pack will incorporate the legislative aspect to equality and will take into account the obligations public, private and voluntary sector organisations must adhere to. The pack will be user friendly and will have a uniformed follow with a list of organisations that can support individuals and organisations for each equality strand. Further to this I have been supporting and assisting the partnership work of the Community Planning Partnership.

Funding

I am also working on a Mentoring Bid for the Lotteries Board.

Steven Holdcroft – Volunteer

In the two months since I joined WSREC I really feel like I have learned a lot, not just in office skills but in understanding much more about the ethnic communities around us.

Simply processing many of the old files into the computer database has both opened my eyes to much of the struggles of many minority groups and broadened my previous perceptions as to the scope of discrimination itself.

Bushra Iqbal – Head of Policy & Strategy Development

Contribution in the WSREC work as follow:

- Prepared ‘Background Paper’ for Public body organisations with the aim to market WSREC service and obtain financial support.
- Prepared WSREC Manu of services in relation to marketing strategy
- Meeting with GCVS- negotiated joint partnership work and training/ consultancy work.
- Work begin on WSREC profile raising and publicity material involving GCVS
- Contributed in the WSREC new Web-site

- Delivered training to Carriers staff on ‘Cultural Diversity and Care Services’.

Contribution in the PF Work as follow:

- Racially motivated DVD implementation programme in each PF area involving small businesses.
- Networking with Disability and Gender Groups.
- Establishment of Strathclyde Interpreting Forum.
- Establishment of Strathclyde PF Implementation Team.
- ‘Women in Veil’ production of Crown witness- guideline and policy
- Prepared briefing on ‘Honor Killing’ for staff information
- Provided training on Cultural Diversity for Victim Services Staff
- Produced Cultural diversity awareness information for Area Web-site
- Arranged visits for PF staff; Synagogue, Mosque, Mandir in Glasgow.

After the reports were considered the following comments were raised:

Malcolm Green notified the Board that as part of the ongoing drive to secure partnerships with public authorities a meeting had been arranged with Strathclyde Fire & Rescue for the 14th of January 2007.

Chair asked Mohammed Razaq for more information on the Roma Youth Project and was duly informed. Chair asked the hard work of Michael Wilson in structuring this bid be noted.

Mohammed Razaq notified Board that as part of the ongoing funding bids that he will be meeting with a consultant on the 14th of December to work on forthcoming funding bids.

Cllr Bob Chadha added that while he has not met the new Police secondment, Derek Prentice, he felt that WSREC should accord their appreciation to the outgoing Superintendent of the Diversity Unit, Alex MacDonald. Furthermore he stated that in light of the good work done by Strathclyde Police and Strathclyde Fire & Rescue in wake of the terror attack on Glasgow Airport it may appropriate for WSREC to send their appreciation. Chair agreed with this and aid letters will be sent to both organisations.

b. Financial Summary

A copy of WSREC’s income and expenditure report was passed out to attendants for discussion. No questions were taken but the Chair suggested that in future a copy of the summary be produced on a single sheet.

For the period 1st of April to 30th of November 2007 the following figures apply:

Income	£118705.67
LESS Expenditure	<u>£132943.14</u>
Balance	£40492.67

c. Chair

Chair reported the considerable work was happening on ensuring a secure financial base for WSREC in the coming year. In particular he advised that the work of the Scottish Alliance of Racial Equality Councils (SAREC) was ongoing and through that WSREC will be able to access resources from the Scottish Government. Currently SAREC have agreed to a logo and business plan and the governance system which will see the chairs of SAREC rotate on a yearly basis.

Also wished to note that staff are working exceptionally hard and as such he will be ensuring that all board members are assisting the staff.

d. Partners

Strathclyde Police: Supt. David Stewart

Supt David Stewart introduced himself to board as the new head of the Diversity Unit at Strathclyde Police and will take over from Supt. Alex MacDonald upon his retirement on the 14th of December 2007.

Reported that the new Chief Constable of Strathclyde Police, Stephen House is now in post. Also the new police secondee to the WSREC, Sergeant Derek Prentice has been at WSREC since October and will be spending his time between WSREC and the Diversity Unit at Divisional Headquarters.

Further to the previous meeting the Hate Crime Policy Officer post co-funded by Strathclyde Police and Glasgow City Council is now in post. The officer, Lynn Jolly, is based at Glasgow Community Safety Services and will be working to support the work of the Multi Agency Racial Incident Monitoring (MARIM) at both a local and city wide level.

Strathclyde Police are currently reviewing their Equality and Diversity Strategy and as such are going through the consultation process. This consultation will involve all key stakeholders including WSREC.

Strathclyde Police recently held an event for the Polish community which was well attended and provided a good opportunity for contacts to be made for future work.

Scottish Prison Service: Arshaq Ahmad

The SPS are currently looking to merge all their equality work both at Headquarters and at a Divisional Level. This exercise will see all equality sub groups merged together so to operate in a more inter-strand manner.

The SPS will be undertaking their Black and Minority Ethnic (BME) prisoner survey from the 17th of December 2007. The results of this survey once published will be forwarded to WSREC.

There has recently been a noted rise in the number of inmates at establishments who do not speak English as their first language. To help address this issue the SPS works with interpreters to provide a 24 hours translation service. The following

example was given. If a prisoner arrived at an establishment during a day it could be arranged to have an interpreter present and if a prisoner arrived during the night a telephone interpreting service could be made available.

Chair asked Arshaq Ahmad (AA) which interpreting service the SPS use? AA responded that for face to face interpreters local interpreting agencies are used while for telephone interpretation EIT are used. AA further advised that as part of an ongoing review the SPS will looking at consolidating its interpreting services to ensure best value.

Vincent Chudy stated to the board that under his current interpretation many services are simply unable to cope with large number of non-English speakers who have come to live and work in the West of Scotland. Chair responded that work was being done by service providers to rectify problems such as language issues.

6. Correspondence

The following correspondence was put to Board for discussion

Received From	Subject
Glasgow Procurator Fiscals Office	Invitation to Opening of Refurbished Office Wednesday 12 th December 2007 at 10.30am
The Signet Library	Consultation on the Civil Courts Review
Edinburgh & Lothian Racial Equality Council	Introduction of Management Board

No items of correspondence were taken by the Board members and they were advised that should a member wished to obtain it any item in future they would be retained at WSREC.

7. New WSREC Policies

The policies below were distributed prior to the meeting and were put forward to the Board to consider.

a. Child Protection Policy

Following discussion on the importance of Child Protection and associated issues by Cllr Bob Chadha it was decided that Board members should be allowed a further opportunity to consider this policy and as such it put on the agenda at the next meeting.

b. Recruitment of Ex-Offenders

Chair asked the Board to consider the above policy for approval. Malcolm Green enquired as to how WSREC could ensure that they had update information should the policy require to be reviewed at a later date. Michael Wilson reposed that this policy along with the Disclosure Information and Protecting Children/Adults at Risk were adapted from the Central Registered Body for

Scotland who would duly inform WSREC of any legislative changes that may affect the soundness of the policies. **This was deemed a satisfactory reply and the policy was accepted by the Board**

c. Disclosure Information

Chair asked the Board to consider the above policy for approval and it was duly approved and accepted by the Board

Chair proposed that all staff and Board members be disclosure checked. In this case of the Board he proposed that a disclosure be carried out following the election or co-option of a member to the Board of Directors. This proposal was approved and accepted by the Board.

Chair also asked for Mohammed Razaq to look into the possibility of obtaining corporate Health and safety training for the staff and Board members.

d. Protecting Children/Adults at Risk

Chair asked the Board to consider the above policy for approval and it was duly approved and accepted by the Board

8. Training and Work Charging Policy- Review

The Chair asked the Board to consider the above policy for approval. Following discussion it was decided the following changes would be made:

- The cost of full day training session was amended from £800 plus travel and expenses to £1000 plus travel and expenses.
- The cost of half day training session was amended from £400 plus travel and expenses to £600 plus travel and expenses.
- The cost of short (90 minute) training session was amended from £200 plus travel and expenses to £300 plus travel and expenses.

Discussion ensued regarding the charge liable to clients who wished to obtain photocopies of their case files. Vince Chudy advised that there may be an issue over who owns the file. Mohammed Razaq replied that this would be investigated, however the reason behind this charge was to cover the costs of physically copying the file and the time staff spend doing it.

Chair sought the Board approval on Charging policy with the above amendments the policy was approved and accepted by the Board.

9. SAREC Update

Chair advised that information on SAREC could be found in the staff report provided.

10. Funding

Chair advised that information on funding could be found in the staff report provided.

11. A.O.C.B

Seasonal Celebration

Chair proposed that WSREC undertake a small seasonal celebration where staff, Board members and regular observers be invited to a lunch on behalf of WSREC. This proposal was accepted by the Board but it was left up to staff when and where this would occur.

12. Date and Time of Next Meeting

Wednesday 23rd of January 2008 at 6.00pm

Wednesday 12th of March 2008 at 6.00pm

Wednesday 7th of May 2008 at 6.00pm

All meetings will be held at the Napiershall Street Centre, Glasgow, G20 6EZ.