

West of Scotland Regional Equality Council Ltd
51st Meeting of the Board of Directors
Monday 27th April 2015 at 6.00pm
WSREC, 39 Napierhall Street, Glasgow, G20 6EZ

MINUTES

PRESENT

Board of Directors

1. Malcolm Green (MG) Chair
2. Hanzala Malik (HM)
3. Syed Jafri (SJ)
4. Onkar Singh Jandu (OSJ)
5. Dr J Gill (JG)
6. Tunweer Malik (TM)
7. Harriette Campbell (HC)

Observers

1. Sgt Graham Stirling
(Police Scotland)

In attendance

- Mohammed Razaq (MR)
Tauseef Khan (TK)
Nadeem Hanif (NH)
Sally Paton (SP)

1. Apologies

Board of Directors

1. Sharon Schlesinger (SS)
2. Anne McTaggart MSP (AM)
3. Rashid Hussain (RH)
4. Mr Haji Mohammed Munir (MM)

Observers

2. Welcome

Vice Chair Malcolm Green chaired the meeting due to the chair Hanzala Malik being held up by traffic.

The Chair welcomed everyone to the meeting including Sgt Graham Stirling from Police Scotland.

3. Presentation

A presentation on WSREC's new project 'Minority Ethnic Employment Training and Support' (MEETS) was made by Nadeem Hanif (Project Manager) and Sally Paton (Employment Advisor). The presentation was a quick summary of the project and its outcomes.

The presentation was well received by the Board with a number of questions being asked and ably answered by Nadeem and Sally. The Board thanked Nadeem and Sally for a good presentation.

4. Minutes of the previous meeting

Minutes of the meeting on 8th December 2014 were approved as a true and accurate record

5. Matters Arising

No Matters Arising

6. Reports

a. i. Finance (Variance Statement 2014/2015)

This showed the following for the year starting 1st April 2014 to 31st March 2015.

Expenditure: actual **£545,692** and budgeted **£436,556** with a variance of **-£109,135**.

This was explained due to higher salary and project event/activities expenditure due to a number of new projects starting through the year.

Income: actual **£508,881** and budgeted **£445,252** with a variance of **-£63,629**.

HM proposed to the board that WSREC should have a contingency plan in case funding which is promised is not delivered. TM proposed a risk analysis on funders to determine the level of risk

involved and the findings given to the board. However it was agreed that this issue be delegated to the finance committee

The Board noted the variance report

ii. Projected Budget (2015/2016)

This showed the projected budget from 2015 to 2016

Total income: **£627,420** and expenditure **£605,204** with a surplus of **£22,216**.

MR reported that the projection is better than usual as most of the expected income has been confirmed by funding bodies.

The projected budget was approved.

b. Executive Director's Report

At the end of March 2015, WSREC and its projects have completed the year and are preparing end of year reports for the funders and pulling together all the paperwork and information for our accountant.

➤ **Projects**

Ongoing

1. Embrace
2. Living Equality (LE)
3. Branching Out (BO)
4. Roots Scotland (ROOTS)
5. Cook, Grow, Sew (CGS)
6. Roma Youth Project (RYP)
7. Qurbani (sacrifice) Food Initiative
8. Lets Cook, Grow, Sew together (CGS)
9. Good Community Relations Project (GCRP)
10. Minority Ethnic Silver Surfers Project (MESS)
11. Challenging Sectarianism Across Generations (CSAG)
12. Money Advice Works (MAW) in partnership with Queens Cross Housing Association

New projects starting April 2015

1. Minority Ethnic Employment and Training Support Project

➤ **Scottish Alliance of Regional Equality Council (SAREC)**

I continue to support WSREC's Board members at SAREC Board meetings. Also WSREC being the secretariat for SAREC I am the named individual at WSREC. More recently I was supporting work with Companies House. Also we are looking at a small grant application for SAREC.

➤ **Funding**

Full report being presented as a separate Agenda Item at the meeting

➤ **Scottish National Standards for information Advice providers**

Through our work with Money Advice Scotland (MAS) WSREC had embarked on the above standard at level **Type 1** information Advice Providers ('Active information, sign posting and explanation'). We are advised in March 2015 by Martin Barr of MAS who is charged with assisting and supporting WSREC with this standard that WSREC was ready for assessment as it had all the required policies, procedures in place. However the government has not established a team to assess organisations as yet.

➤ **Staff**

Annual staff Appraisals

I would like to report that WSREC has the following complement of staff as 13th April 2015: Total of **41** (41 paid + 0 Placement) and **12** Volunteers.

Breakdown

- 8** full time staff
- 11** part-time staff
- 22** Sessional workers
- 12** volunteers (6 within WSREC office)

Community Jobs Scotland

Pleased to report that Angela Aranghelovici has successfully joined the WSREC team as Clerical assistant from 23rd March 2015 for 6 months.

➤ **Events/Meetings attended**

- Thurs 11th Dec 14 represented WSREC at GVSREN in CRER offices
- Thurs 11th Dec 14 represented WSREC on Common Purpose Advisory Group Glasgow
- Sat 13th Dev 14 represented WSREC at Islamic Relief Dinner event, Glasgow
- Mon 13th Jan 15 represented WSREC on Equality Advisory Group City College Glasgow
- Tue 20th Jan 15 represented WSREC on BME Employment Forum, Glasgow
- Wed 28th Jan 15 represented WSREC at GCC Hate Crime Group, Glasgow
- Tue 20th Jan 15 represented WSREC at NHS modern apprenticeship event, Glasgow
- Wed 28th Jan 15 represented WSREC at Holocaust Memorial City Chambers, Glasgow
- Mon 2nd Jan 15 represented WSREC at CAB Board meeting, Glasgow
- Mon 4th Feb 15 Meeting with Graham Paterson Director of City Building for MEETS project
- Fri 6th Feb 15 represented WSREC at SG 'Strategic 3rd Sector Approach', Edinburgh
- Sun 8th Feb 15 Assisted with WSREC stall at AWAZ Wedding Show, Thistle Hotel, Glasgow
- Wed 11th Feb 15 represented WSREC at opening of the ARK centre in Govanhill, Glasgow
- Fri 13th Feb 15 meeting with Jim Gray GCC re: Funding
- Mon/Tue 16/17 Feb 15 Supported WSREC recruitment panel for MEETS project interviews
- Wed 18th Feb 15 represented WSREC on PKAVS in Perth
- Wed 18th Feb 15 represented WSREC on CPG on Racial Equality – at Scottish Parliament
- Thurs 19th Feb 15 Hosted participants of CRER Political Shadowing scheme, Glasgow
- Tues 3rd Mar 15 Attended event by Wheatley Group on Modern Apprenticeships, Glasgow
- Wed 4th March 15 represented WSREC on AWAZ fm, Deafblind within ME communities
- Thurs 5th March 15 meeting with Leslie Quinn City Building for MEETS, Glasgow
- Thurs 5th March 15 meeting with Tom Halpin re partnership working on Honour Abuse.
- Thurs 5th March 15 represented WSREC at Active Life Club event in Govanhill
- Fri 13th Mar 15 meeting with Kirsty McLeod Glasgow Life re: female only swimming.
- Mon 16th Mar 15 Attended VAF event on GCRP project and reporting.
- Tue 17th Mar 15 represented WSREC on BME Employment Forum, Newlands, Glasgow
- Fri 20th Mar 15 attended Islamic Awareness Week event in Central Mosque
- Mon 23rd Mar 15 represented WSREC at flag hoisting at Pakistani Consulate
- Tue 24th Mar 15 attended CAS training on Managing difficult Employment situations
- Thurs 26th Mar 15 meeting with Faisal Hussain at YYI in Dundee re: Qurbani project
- Mon 30th Mar 15 meeting with Leslie Irving re: Living Equality grant, Edinburgh
- Tues 31st Mar 15 attended event for Taxi Drivers, River Palace, Glasgow
- Wed 1st April 15 meeting with Jim Gray GCC re: Funding
- Thurs 16th April 15 represented WSREC on Glasgow Hate Crime Working Group

The Board noted the report

c. Partners Report

- Police Scotland

Sgt Graham Stirling reported that Police Scotland have decided not to release any figures at this moment of time until their information sharing protocol review has finished.

It was also pointed out that Police Scotland release hate crime figures for the whole of Scotland, so once released Sgt Graham will break down the figures and provide WSREC with only the figures for the West of Scotland.

Sgt Stirling assured the board he will attend future meetings and as soon as the figures are released he will pass them onto WSREC immediately.

For decision

7. Correspondence the meeting

- Letter from Citizen Advice Bureau advising that our representative on the board, MR, has been re-elected as Vice Chair.
- Letter from the City Council leader Gordon Matheson suggesting WSREC should register as a Living wage organisation. **It was agreed after some discussion that WSREC should register and commit to being a living wage organisation.**
- Letter from the Scottish Court Services about renaming the service as Scottish Court Service & Scottish Tribunal Service. HM advised that language was not one of the criteria for being excused from Jury duty and felt strongly that it should be taken into account. **MR to write to the service and request that consideration is given for language issues.**
- Email regarding an advert for an appointment to the care inspectorates.

8. 'Away Day' Board and Staff

HM commented that the location was difficult to find but the actual away day programme was really good and thanked staff and board members for their participation in making it a success.

MR acknowledged that the venue was hard to find but the apart from this the venue was excellent however in the future comprehensive travelling guidance will be provided.

MR stated that he will be using all the suggestions and proposal provided at the Away Day to populate the 5 year business plan (2015-20) and once a draft is completed it will be sent to Board members to scrutinise and finally approve.

For information

9. SAREC (verbal report)

MG reported that SAREC had a directors' meeting to agree the framework of the small grant application. MR reported that as SAREC's Secretary he had notified Companies House of a number of membership changes to the Board.

10. Grant Funding report

MR talked to the report for the period 1st December 2014 to 31st March 2015

Total applications made	13
Total successful applications	10
Total unsuccessful applications	3
Success rate	77%
Total amount requested	£299,244
Total amount granted	£287,744
Percentage	96%

The Board noted and thanked staff for the huge amount of work that they put in to achieve this level of success rate and amount of grant being received for existing and new projects.

11. A.O.C.B.

NONE

12. Date and Times of future meetings

WSREC AGM 5.00pm 24th August 2015 Venue: WSREC office building