

West of Scotland Regional Equality Council Ltd
54th Meeting of the Board of Directors
 Monday 15th February 2016 at 6.00pm
 WSREC, 39 Napiershall Street, Glasgow, G20 6EZ

Minutes

Present

Board of Directors

1. Harriette Campbell (HC)
2. Malcolm Green (MG)
3. Onkar Singh Jandu (OSJ)
4. Antony Kozlowski (AK)
5. Sheela Mukherjee (SM)
6. Syed Jafri (SJ)

Observers

1. Stuart Cassidy (COPFS)
2. B Chadha (BC)
3. Sgt Graeme Stirling (GS)

In attendance

- Mohammed Razaq (MR)
 Nadeem Hanif (NH)
 Sally Paton (SP)
 Tauseef Khan (TK)
 (Minute Taker)
 Stuart Aiton (SA) (Auditor)

1. Apologies

Board of Directors

1. Hanzala Malik (HM)
2. Vince Chudy (VC)
3. Anne McTaggart MSP (AM)
4. Sharon Schlesinger (SS)
5. John Service (JS)
7. Rashid Hussain (RH)
8. Tunweer Malik (TM)
9. Javed Gill (JG)
10. Haji Mohammed Munir (MM)
11. Munir Choudry (MC)

Observers

N/A

2. Welcome

Vice Chair Malcolm Green chaired the meeting in the absence of the Chair Hanzala Malik and welcomed everyone to the meeting, especially (SM) who was recently co-opted to the Board.

3. Presentation on one of WSREC's projects

A presentation on WSREC's project 'Minority Ethnic Employment Training and Support' (MEETS) was made by Nadeem Hanif (Project Manager) and Sally Paton (Employment Advisor). The presentation was an update on the progress made by the MEETS project since its launch in April 2016.

NH thanked the Board for giving the MEETS project an opportunity to provide progress on its ongoing work in the last 11 months.

Year1 outcomes

Outcome

1. To make 1200 ME individuals aware of the MEETS project and invite them to join and take part. To date, the project has made **1634** individuals aware of the project.
2. To ensure 250 ME individuals have the skills to actively seek employment through access to information provided by the project. To date, **388** individuals have developed these skills.

3. To ensure that 250 ME individuals are more aware of the steps to be taken to ensure they are informed of employment opportunities – To date, **334** individuals have been made more aware.
4. To support 150 ME individuals have increased their skills and confidence to enter employment or further education – To date, **277** clients have been supported to do this.
5. **Outcome 5** –To ensure that 150 ME individuals are taking positive steps in identifying personal skills and abilities – To date **168** individuals have been supported to do this.
6. To ensure that 125 ME individuals are involved in up skilling through various soft skills courses – To date **181** clients have been able to achieve this through the provision of training.
7. **Outcome 7** –To ensure that 30 ME individuals are supported to enter higher education to increase employability skills using ILA and resources – To date **40** clients have been supported to enter into higher education by MEETS staff members
8. To ensure that 20 ME individuals take positive steps towards work placement and volunteering opportunities – To date **31** clients have been supported to do this and 13 clients in total have been supported into employment, 17 have been supported into volunteering opportunities and one client has been supported into a work placement.

As you can see the project has over-achieving in all of its outcomes within 11 months.

Client Demographic –The project in the last 11 months has supported individuals from 48 different nationalities. The largest group of clients are from African countries. Clients from Arabian countries are our second largest group and clients from Pakistan and India are 3rd and 4th respectively.

Client Age Distribution –the project supports clients from 16 years old all the way up to 64 years of age. Our largest group of clients are between 25-34 years of age.

Religions of Client Group –the project has a large number of clients from multi-faith backgrounds including Islam, Christianity, Hinduism, Sikhism and others.

Clients with Disabilities –almost 1 in 10 clients that have been supported by the project have identified themselves as having a disability.

Sally Begg, project Development Officer provided some feedback from clients in the shape of some quotes from the project client group.

MAP Project – WSREC won a contract worth £10,000 from Skills Development Scotland in October 2015 to raise awareness of Modern Apprenticeships amongst ethnic minority communities in Glasgow and is being managed through the MEETS project.

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 and having not just achieved but over-achieved the annual targets within 10 months.

4. **Minutes of the previous meeting**

Minutes of the meeting on 19th October 2015 were approved as a true and accurate record.

5. Matters Arising

Actions

- Court Services- Jury Service and consideration is given for language issues.
 Board Members would like a copy of the letter to be sent to them and they will send their thoughts to MR. A response will be drafted by MR thanking Scottish Court services for the response and raising any concerns made by Board Members or any further clarification. The draft will be approved by the Chair and Vice-Chair before it is sent to the Head of Scottish Court Service. The Chair would be asked to enquire through his Parliament office the stage current consideration of a legislative amendment had reached. MR reported that this was done and he awaits a response/acknowledgement.
- MR to e-mail corrected variance statement to Board members within the next week.
 (MR reported that a corrected variance statement was sent)
- MR will chase up to see why no representation was present and to see if Police Scotland has made any reports covering Diversity.

MR Advised that he had Met Sgt Graeme Stirling before he had opportunity to formally send correspondence who advised of his plans to attend the next meeting.

6. For discussion

a. Audited Accounts requirements (2015/2016)

As part of a full audit that is required in this financial year due to WSREC having income above £500,000 Stuart Aiton from Stuart Aiton & Co attended the meeting in relation to this matter. As part of the audit, a number of questions were put by the auditor and ably answered by the board. The questions and answers are as follows:

Q1) Is the outturn what the board is expecting or is there anything the board is concerned about that they want to raise with the auditor? *MG answered that there is no reason for the Board to think that we will be in deficit at the end of year.*

Q2) The business model that the charity operates under, is it able to cope with any business risk arising, how robust is the organisation? *MG answered that WSREC have been working for at least the last 6 years with a business plan looking forward at risks and opportunities. The staffs are constantly alive to what is going to happen after the project finishes and alive to further development. There is no risk to the organisation which the organisation is unlikely to be aware of.*

Action

MR is to in conjunction with the Board prepare and maintain a risk register for WSREC.

Q3) What actions the board have taken to assess and prevent the risk of fraud, error or management overrides in relation to the charities activities? *MR answered that firstly WSREC doesn't deal with cash apart from the petty cash which derives from a cheque signed by two board members. No cheques are signed by staff but board members. The staff sign the receipt / invoice to make sure that it's been looked at and approved by them. Every cheque is checked against the bank statements to make sure everything is in order. A variance statement is also sent to board members every month to make sure everything is above aboard in terms of spending.*

Q4) What actions have the trustees taken to ensure that any transaction which one of the trustees has an interest in is notified to the secretary and adequately disclosed in the accounts? *MR answered that this was something that hasn't been done in the past and which will be taken up and the question to be asked to each trustee very soon. MG stated that a register of interest is normally done and it is up to the individual to make the secretary aware. MG stated that it would be a good idea to include a declaration of interest in the agenda for every board meeting.*

Action: MR to include a declaration of interest in the board meeting agendas.

Q5) Are there any laws and regulations that could potentially stop the show that the board should be aware of and that should be reported in each board meeting? *MR stated that there is 2 bodies that WSREC report too, OSCR and the Companies House on the behalf of the board.*

Q6) Are there any breaches that the board have been aware of that go against the OSCR and Companies House guidelines? *MG answered that there is no breaches that the board are aware of.*

Q7) Has any of the trustees have anything to disclose to the auditor that will have a bearing on the audit? *MR answered that if any board members have anything to disclose then they can contact the auditor directly if they do not wish to at this moment of time.*

b. **Finance (Variance Statement January 2016)**

This showed the following for the month of Jan 2016

Expenditure: actual **£41,048** and budgeted **£46,958** with a variance of **+£5,910**. This was mostly due to higher salary expenditure then budgeted due to an increase in staff members and certain projects taking on additional sessional support.

Income actual **£49,881** and **budgeted** **£58,886** with a **variance** of **+£8,984**

This was noted b the Board

c. Staff Reports

1. **Ghazala Khan Projects Manager Project Management**

- Managing a diverse number of staff who coordinating projects. Supporting management on daily basis with ongoing work etc
- Supporting fundraising activities such as seeking grants (recent successes include SDS – Modern Apprenticeships) Applied to a number of funders to support Roma Youth Activities. Helped complete a 3 years funding application to Her Majesties Revenue and Excise (HMRC)
- Attending various training opportunities such as Developing Your Organisation (Social Enterprise) and Sustainability workshop offered by VAF
- Other responsibilities have included supporting the 6 month project reports for the Scottish Govt, Transformation Fund and monthly Lets Cook, Grow and Sew Together Reports. Other area of work has included re-profiling funds and activities for both Living Equality and GCRP

2. **Farrah Rashid, Office Manager Administration**

- Administration now consists of 5 members of staff – Farrah Rashid, Office Manager; Tauseef Khan, IT Resource and Administration Officer; Choi Tin Lee, Administrative Assistant; Mohamud Ibrahim, IT & Support Officer (Community Jobs Scotland six month placement) and one volunteer Kishwan Naheed

- Napier Suite (new area leased recently) has successfully been set up and four work stations are up and running. This office is mainly being used by Development Officers and for meetings/training etc.
- Admin Team are continuing to provide support to all projects and the day to day running of the office

3. **Good Community Relations Project**

A. **Joanna Kieran – Project Co-ordinator, Central & Eastern European Migrant Support**

- Advice surgeries for migrant communities are delivered on weekly basis in WSREC Office as well as by email and over the phone. Information is provided in Polish and Lithuanian Languages. So far this year **the** project has generated **163** enquiries.
- The project & Maryhill & Possilpark CAB delivered “Fair Enough” information event about employment rights and disseminated the information materials. The event took place on Wednesday the 17h of June 2015. The attendance was good and we have received very positive feedback
- **2** Central and Easter European Migrants E- Bulletins has been produced. Newsletters contain information about our project provision, trends in advice delivery, training opportunities, workshops info etc. Bulletin is disseminated among our client group and service providers.
- On the 7th of July 2015 consultation for Renfrewshire Polish Association RenPA took place at WSREC and was delivered by Razaq and Harriette. The consultation provided RenPA with general information on how it is to be on board of the charity, and what are the roles of board members. RenPA is in a transition moment and recently applied for a charity status. GCRP is supporting a group along the way. In addition, the partnership work is carried with CEMVO Scotland in order to help RenPA with their business plan.
- On the 20th of October 2015 “Funding for beginners” tailored session was delivered to Lithuanians in Scotland Association (LISA). It was facilitated by Julie Christie, Parkhead CAB fundraiser. Julie is a well know trainer who also deliverers training on behalf of for GCVS. As a result of the training LISA submitted their first ever funding application and is awaiting a response from Fairer Scotland Fund.

B. **Monique Campbell – Project Co-ordinator Hate Crime**

Outcome: Youth practitioners and peer mentors in the West of Scotland are challenging hate crime

Activity 1: "Challenging Hate Crime" training pack created, developed and placed online - <http://www.thisisglasgow.org>

Activity 2: **232** "Challenging Hate Crime" training packs have been disseminated electronically to places of learning across the West of Scotland:

- Glasgow Schools - Primary and High - **166**
- South Lanarkshire Schools - High Schools - **20**
- Community Organisations in Glasgow - **20**
- Places of Faith in Glasgow - **15**
- West of Scotland Learning Representatives - **11**
- Facebook through Challenging Sectarianism Across Generations page
- Thisisglasgow website added to GramNet resources page

Activity 3: Training for approx. **41** youth practitioners has been carried out in 3 sessions over the year including a partnership training event with Xchange Scotland, a group of peer educators in Glasgow and Pupil Learning Support teachers in Renfrewshire.

Activity 4: A travelling exhibition exploring identity, migration and prejudice was held in 2 community spaces engaging **76** local people. Through workshops and presentations, this exhibition has reached an additional **345** local people across the West of Scotland.

Activity 5: 1 peer mentor has been supported to work on the travelling exhibition and develop transferrable skills in community development practice - Yusra Nassor - 12 week placement as

Project Worker – June to October, 2015. She continues to volunteer across GCRP and CSAG for WSREC.

Future work:

- Second GCRP hate crime training for youth practitioners 18/11/15
- Further promoting thisisglasgow.org
- Evaluation

C. Johannes Gonani – Development Officer Community capacity building in Renfrewshire

- The project has held a workshop for mainstreaming equalities for ME communities to staff from local public and voluntary sector service providers.
- The project continues to represent ME groups at the Diversity and Equality Alliance forum in Renfrewshire (DEAR) group meeting and this year the project was tasked to lead in planning the ‘Walk a mile in her shoes’ event.
- The project is also supporting to ME led groups in Renfrewshire to plan, research and source resources for activities.
- The project will also run an information event for 15 ME individuals and local public and voluntary sector service providers.

4. Eva Kourova – Project Co-ordinator Roma Youth & Embrace Project

Rap of Life theatre show (Embrace)

- 2 shows of an urban musical Rap of Life created and performed by young people in Govanhill Baths on the 18th and 19th of June in partnership with Ankur Arts and Friends of Romano Lav
- 200 people attended
- This show was complimented by a Polish Roma music and dance performance
- 12 children under 16, 7 young adults from diverse background, 5 musicians and 8 adult dancers took part in the show

Media Training (Embrace)

- 24 hours of media training (July till October) in partnership with KOI productions
- 7 workshops (two full days and 4 half days)
- 9 young adults took part
- 6 young adults received WSREC certificate of completion
- Life on Deck – short documentary film produced

Competent Crew Sailing Training (RYP)

- 5 day sailing training course (Sunday 2nd August – Friday 7th August) in partnership with Rival Sailing
- 6 young people took part (2 male, 4 female, age 14 – 19 years old)
- All young people received Competent Crew Certificate

Mentoring (RYP)

- 3 young adults mentored for 6 months (between April and October)
- On average 15 hours a week of work experience per individual
- 1 young person secured employment as community champion for MEETS project
- 1 young person censured placement at college in community care
- 1 young person moved back to Slovakia

Govanhill Voice online newspaper (RYP)

- Evaluation of 1 year performance (start in August 2014)
- 25 articles in first year produced
- 4758 views in total
- 2736 visitors for the overwhelming majority of the visitors were from the UK
- 47 different countries (the 7 most popular countries following UK were: USA, Brazil, Botswana, Slovakia, Italy, Canada and Germany)

5. Javed Sattar – Project Co-ordinator, Branching Out

The project aims is to increase awareness of Scottish National Heritage (SNH) activities and locations. Individuals have shared their experiences from a diverse background. Individuals have a better understanding of SNH activities and locations.

Since its inception in January 2014 the project has reached 566 individuals with awareness of the service, created and marketed 6 bulletins, successfully highlighting 16 local events and activities being held outdoors.

Branching Out has made links with 9 parks and recreational areas to support its activities. The total number of visits planned were 20 with 18 successfully delivered. The number of visits were over archived in relation to the year plan.

Castle Semple has been one of the successful SNH locations where the majority of individuals were able to participate in multi-activity events. From Kayaking, Boats, Archery, to Bird Box building to watching birds at RSPB Lochwinnoch.

Other activities came from attending the Photo Walking Club at Castlemilk to TCV workshop on building a safe fire and den building, even taking a group of older people to Loch Katrine, sailing on 'The Lady of the Lake' and learning the history.

During the summer 'Branching Out' delivered two bespoke activities for 75 children from Glasgow Ansar in a history / learning activity of 'Treasure Hunt' and 'Tent Building'. The project also delivered a workshop on Gaelic language and reciting poems in the woods.

The Project comes to an end in December 2015. However, efforts are being made to continue the project with discussions on going with one of the main funders.

Javed Sattar – Project Co-ordinator Minority Ethnic Silver Surfers (MESS) Project

MESS project has been supported by the Transformation Fund initially for 1 year and a 2nd year extension. The project delivers IT training to individuals of South Asian communities over the age of 55 years to assist in making sure better understanding of how to use their Smartphone's, Ipad's/Tablets , Laptops and PC.

So far this year the project has delivered IT Training to:

Regular Silver Surfer Club:	36 individuals
MESS Classes (6 week block):	27 individuals
One-To-One sessions:	15 individuals

Most classes have been within WSREC and currently there is ongoing training for a further 13 individuals and classes held at Awaz FM (Monday's and Saturday's)

6. **Nadeem Hanif – Project Manager Minority Ethnic Employment Training & Support (MEETS)**

The Minority Ethnic Employment and Training Support (MEETS) project is responsible for supporting individuals from a minority ethnic background into employment.

The project commenced in April 2015 and is working towards increasing skills and capacity building in all minority ethnic communities within Glasgow with a particular focus on individuals with disabilities, Asylum Seekers and Refugees, South Asian and Roma communities.

The project is managed by Nadeem Hanif with 2 Employability advisors Sally Paton Tiff Griffin. Their roles are to liaise with individuals by offering one to one support as well as capacity building through group training sessions. The training sessions that are delivered include CV development, Self confidence building and Interview Skills training.

We also have Tauseef Khan in the dedicated role of IT Resource and Administration Officer and manages the appointments and the database and is also responsible for the marketing and collation of evaluation materials.

Additionally the project is supporting barriers that individuals may face due to language by employing sessional staff from diverse communities. The sessional staff provide language support where required, are community champions by marketing and engaging communities through outreach and engagement activities and also assist with registrations.

Results so far

The first few months of the project have proven extremely successful both in terms of community engagement and registration of services. **225** clients have registered with the project of which **114** have been successfully taken through soft skills training, **33** have assisted in entering higher education to increase their employability prospects and **23** were encouraged and have taken positive steps towards work placement and employment opportunities.

This proves beyond doubt WSREC about the need for additional employability support in Glasgow for certain communities who fall under multiple “protected characteristics” where mainstream services may not have the capacity to address additional barriers that communities may face when accessing employment and training.

7. **Monique Campbell – Project Co-ordinator Challenging Sectarianism Across Generations (CSAG)**

Outcome 1: A range of project resources with increased accessibility are available for workshops in schools and youth groups to challenge sectarian attitudes and behaviours

Activity 1:

- Currently on an all time online resource download total of **1040 (133 for Cocktail Theatre Resource uploaded in April)**.
- All resources have been uploaded to GCRP’s thisisglasgow.org website also.

Activity 2:

13 school workshops and **8** youth workshops have been carried out reaching a total of **406** young people across target areas including a series of 6 workshops in St. Vincent’s Primary School, Glasgow (176 young people) and 5 workshops in Paisley Grammar School, Renfrewshire (110 young people).

Future work: We continue to deliver workshops when requested

Outcome 2: Christian communities across diverse traditions are provided increased opportunities for working together in partnership to transcend differences and challenge poverty in Glasgow

Activity: Volunteers were recruited from diverse faith and non-faith backgrounds (including Episcopalian and Roman Catholic). They were brought together to learn to grow vegetables and develop the community garden at WSREC in partnership with Woodlands Community Garden. They produced food which is being donated to Woodlands Community Pop up Cafe. The initiative was based at the Napiershall Street Garden and volunteers were recruited from the local area.

Details: So far this initiative has engaged with **86** individuals from minority Christian and other faith communities, such as Muslim and Hindu. The core gardening group consisted of **20** with further community members engaged through the ‘Garden Folk Fest’ celebration event and a second celebration event for a garden member’s birthday. **4** garden members are now volunteering with Woodlands Community Kitchen and **2** members will continue to care for a raised bed at Napiershall Street.

Future work:

- There is an opportunity for the women of the group to present their project at a Woman of Faith and Community event during Interfaith Week, 2015.
- The project also intends to continue to provide opportunities for the group to meet during Lentfest 2016

Outcome 3: Young people from diverse faith backgrounds demonstrate attitudinal change through their understandings of the lessons of intra-Christian sectarianism and can apply them in a contemporary context

Activity:

An 8 week youth journalism and digital media training course was carried out in Maryhill bringing together youth volunteers from diverse backgrounds. This was delivered by Open Eye and took the form of photography and journalistic writing.

Details: This initiative engaged with **11** young people from Catholic, Protestant, Muslim and non-faith backgrounds and a further **4** community leaders from Maryhill Integration Network, Maryhill Food Bank, Ruchill Parish Church and Maryhill Parish Church interviewed by the young people.

Future Work: An exhibition of the young people's work will be launched on **26/11/15 at WSREC from 6.00pm-7.30pm.**

8. Ghzala Khan – Project Co-ordinator Roots Scotland

- Series of workshops carried out in last quarter relating to languages, learning the historic environment including creative activities such as lamp shade building and accessing the great outdoors in partnership with Branching out project
- Continuation of the development of the Information Network Database and organising the Autumn/Winter Historic Environment Scotland Bulletin
- Planning Exhibition space and workshops for the delivery of the final exhibition next year.
- Continuing to work with partner organisations – DIWC, MEAD, Dumfries and Galloway Multicultural Association and MECOPP on delivery of workshops and activities outwith the West of Scotland.

9. Bushra Iqbal – Project Co-ordinator Living Equality

There have been 3 Equality Response Forum meetings during the last three months to build the capacity of the members in Equality and Procurement, Equality in Practice for community Organisations and Research.

The Forum members have been actively working on designing and the production of “A guide to Equality Act 2010 for Grassroots Community Organisations”.

The electronic resources have been created to disseminate the Guide to Voluntary Community Groups across West of Scotland.

The launch of the Guide and Equality in Procurement for Minority Ethnic Businesses is now scheduled in conjunction with Cordia for 7th of December 2015.

10. Mohammed Razaq, Executive Directors

At 5th December 2015, WSREC and most of its projects are about to complete their 3rd Quarter and reports are being prepared to be forwarded to funders early in the New Year.

➤ **Projects**

Ongoing

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

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

I continue to support WSREC's Board members at SAREC Board meetings. Also WSREC being the sectariat for SAREC I am named individual at WSREC.

➤ Funding

1. Raising Awareness of HMRC products and service
Submitted an application to HMRC as the funder, WSREC has applied for a 3 year project with a budget of £403k. The outcome of the application will be known by end of 18th December 2015
2. Qurbani project- we have applied for £5k to Santander for 2016
3. RYP project: applied to 2 funders (TS and HFF) for 2016/17

4. GCRP/Living Equality and Challenging Sectarianism we await the Scottish Government announcing if there will be a grant fund for 2016/17 to continue these projects beyond March 2016.
5. Branching Out: started negotiation process with Scottish National Heritage (SNH) (existing 50% funder) in relation to an extension of the project for one more year 2016/17 and we are hoping to apply to others for the 50% matching funding if successful with SNH.
6. Discussing with a national organisation to work in partnership in relation to honour based work.
7. We will be seeking funding for a Grants Officer and possibly a Volunteer Coordinator

➤ Staff Pensions automatic enrolment
Automatic Enrolment

The law on workplace pensions has changed. Under the **Pensions Act 2008**, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'

Whether you're a hairdresser, an architect or employ a personal care assistant, if you employ at least one person you are an employer and you have certain legal duties.

WSREC has enrolled as an employer with 'The Pensions Trust' - the Flexible Retirement Plan. This will allow WSREC to meet its obligations in relation **Pensions Act 2008**. Our auto enrolment start date is 1st January 2016. All eligible employees will be auto enrolled however, individual staff are able to opt-out or opt-in. WSREC's contribution as an employer will be 1% in this scheme.

➤ Board and Staff Away Day

The Board and Staff away day is being organised and will take place 29th February 2016 the venue for this has been booked. Contact has been made with Board members in relation what subject matter will be on the programme.

➤ Twining of Board members to projects- update

Project name	Staff member	Twinned member	Date
Branching Out (BO)	Javed Sattar	Hanzala Malik	05/14
Roots Scotland (ROOTS)	Ghazala Khan	Malcolm Green	02/14
Minority Ethnic Silver Surfers (MESS)	Javed Sattar	Harriette Campbell	04/14
Lets Cook, Grow, Sew Together (CGS)	Dilraj Kaur	Sharon Schlesinger	02/14
Roma Youth Project (RYP)	Eve Kourova		
Embrace project	Eve Kourova		
Good Community Relations Project (GCRP)	Joanna Kieran		
"	Johannes Gonani		
"	Monique Campbell	Antony Kozlowski	11/15
Challenging Sectarianism Across Generations (CSAG)	Monique Campbell		
Minority Ethnic Employment and Training Support (MEETS)	Nadeem Hanif	Tunweer Malik	11/15
Qurbani (sacrifice) Food Initiative (QFI)	Mohammed Razaq		
Living Equality (LE)	Bushra Iqbal		

➤ Investors in People (IIP)

Had a meeting with Robert Gordon to discuss how the recommendations in April 2014 are being implemented

➤ Staff annual Appraisal

This process began on 10th November for 2015 and will be completed by mid of January 2016

➤ Staff

Community Jobs Scotland

Pleased to report that we have successfully recruited into the 2 Community Jobs Scotland posts, IT Support and Project Assistant (MEETS project)

Both posts are for 6 months paid by Community Jobs Scotland at the living wage. Recruitment was through SCVO and Jobs Centre Plus.

➤ Events/Meetings attended since last WSREC Board meeting

- Fri 23rd October 15 visited Orchard Grove Elderly Care and Day Centre in Toryglen
- Mon 26th Oct 15 attended Glasgow Kelvin College Board meeting
- Wed 26th Oct 15 represented WSREC at SNH and new Community Empowerment bill
- Wed 26th Oct 15 attended Glasgow Kelvin College Graduation event
- Thurs 29th Oct 15 represented WSREC on GCC Hate Crime Working Group, Glasgow
- Mon 2nd Nov 15 represented WSREC at Glasgow City College Equality Advisory Group
- Tues 3rd Nov 15 represented WSREC at Scottish Parliament CPG on Racial Equality
- Mon 16th Nov represented WSREC on PKVAS research group- Perth
- Mon 16th Nov 15 represented WSREC at Urdu Launch event in PDA
- Thurs 26th Nov 15 represented WSREC on Diabetes Task Force- Albany Centre

The Board noted the report

d. Partner reports

• Police Scotland

Sgt Graeme Stirling reported that Police Scotland are reviewing their third party reporting by March 2016 and improving it by making the form more accessible on their website and introducing a phone app that can be downloaded. As a third party reporting centre, WSREC will be updated on the findings of the report. GS also stated that there has been an ongoing issue with Hate crime figures. Police Scotland's statistics department has made a decision that they will not be sharing their statistics with outside partners purely on technical reasons. GS also stated as part of the hate crime service the Crown Office and Procurator Fiscal Service in conjunction with Police Scotland are producing a booklet that will be translated in different languages with a summary of the Scottish law. This booklet will be presented at a Hate Crime conference in March and distributed from then on. AK advised that 4 reports had been made of hate crime unfortunately there had been little contact by the police since then. The chair advised that as these issues were of private nature AK could have a chat with Sgt Stirling after the meeting.

It was also agreed that a presentation to the Board at a future date from Police Scotland/partners on hate crime would be welcome. GS advised that Police Scotland would be happy arrange such a presentation.

• Crown and Procurator Fiscals Service (COPFS)

Stuart Cassidy reported that hate crime for the prosecutor fiscal is still top priority. Hate Crime has a strong persecution rate and the Procurator Fiscal has statistics on this. SC also advised the board that the figures are available if they wish to see them. There's also a joint Police and COPFS presentation on cyber crime targeting people over 50 who may not be familiar with computer crime and the board will be updated on the date and time. The COPFS were also looking at providing 'Cyber Crime Awareness' to the over 50's

• Scottish Prison Service (no representation or report provided)

7. Correspondence

None

8. For Information**Staff and Board Away Day**

MR advised the board that the Away Day has been confirmed for 29th Feb 2016. The subject matter will be to do with in terms of governance the responsibility of resourcing the organisation. The main subject will be looking at social enterprise as a way of trying to resource the organisation as funding is being squeezed and look into how the board can support with the resource coming in. The staff will be given a presentation / training on social enterprise. The timing will be 9.30am to 3.30pm and the venue is the Wellington Church in the Hillhead area of Glasgow.

It was requested by the Chair that Board members make every effort to come to the Away Day and support the staff.

9. SAREC

MR reported that since the last report he met with the four CEO's of the REC on 25th Jan and agreed to move on with the application for resources to do research on hate crime in terms of what support is available and in which area. SAREC are hoping to get a number of people to conduct focus groups and a survey in each area to get some relevant data. This will hopefully allow SAREC to start moving towards applying for a bigger resource. Since 2010 legislations, the resources for supporting victims of hate crime and discrimination has near enough gone and it is believed this gap needs to be reduced as there is not enough support to victims. MR mentioned that he has put an application together and has sent it out to all the SAREC CEO's and is waiting for a response.

10. A.O.C.B

- SM mentioned that Association of Indian Organisations (AIO) is wishing to support Indian prisoners of Hindu and Sikh faith similar to the Moslem Imams. The organisation is looking to network and work together to support prisoners and are looking to WSREC for some assistance. MG stated that a prison report from the prison service is usually presented at the board meeting and it would be good to tie this in to the reports in the future. MR stated that he's willing to write to the prison service about the issue and invite them to the next Board meeting.

Action

MR to write to prison service to take up the issue of finding out about current numbers, support and inviting them to come along to the next meeting.

- HR reminded the board about the Many Cultures Make Glasgow event organised by the Glasgow City Council on Saturday 27th February

Action

MR to forward information on this to all Board members

- AK mentioned that Ukrainian Association of Great Britain (Glasgow Branch) is looking for immediate help in getting organised and are looking to WSREC for some assistance. MR stated that WSREC will be willing to help and MG mentioned Joanna Kieran as a contact, AK to pass on WSREC's contact details to the Ukrainian Association for WSREC.
- MR advised the board that WSREC are now enrolled (January 2016) with the 'Pensions Trust' to provide staff with a workplace pension provider and in terms of WSREC's legal obligations to enrol legible staff who in turn would decide stay in the scheme or opt out. WSREC will as an organisation input 1% toward the pension. The Board noted this

- MR reported that WSREC is now a Glasgow living wage employer. WSREC at the moment is paying the living wage at £7.85 per hour with this going up to £8.25 per hour from 1st April 2016. The Board note this and the differences between Glasgow Living Wage, The Scottish Government Living wage and the UK statutory Living Wage.

11. Date and Times of future meetings

Monday 25th April 2016