

**West of Scotland Regional Equality Council Ltd**  
**66<sup>th</sup> Meeting of the Board of Directors**  
Monday 23<sup>rd</sup> April 2018 at 6.00pm  
WSREC, 39 Napiershall Street, Glasgow, G20 6EZ

**Minutes**

**Present****Board of Directors**

1. Hanzala Malik (HM) Chair
2. Dr Malcolm Green (MG)
3. Harriette Campbell (HC)
4. Onkar Singh Jandu (OSJ)
5. Vince Chudy (VC)
6. Tunweer Malik (TM)
7. Syed Jafri (SJ)
8. John Service (JS)
9. Dr Javed Gill (JG)
10. Sheela Mukherjee (SM)
11. Haji Mohammed Munir

**Observers**

Stuart Cassidy COPFS

**In attendance**Mohammed Razaq (MR)  
Nadeem Hanif (NH)**Welcome**

Chair, Hanzala Malik welcomed everyone to the meeting and requested permission from the Meeting to add an agenda item at AOCB or 'Friends of Glasgow & Lahore Twin City Association' a request for equality training and also to add item 'Auditors address' after the 'project presentation'. This was agreed by the meeting.

**1. Apologies****Board of Directors**

1. Antony Kozlowski (AK)
2. Cllr Anne McTaggart (AT)
3. Cllr Rashid Hussain (RH)
4. Sharon Schlesinger (SS)
5. Munir Choudry (MC)

**Observers****2. Presentation on one of WSREC's projects**

A presentation on WSREC's new 'Minority Ethnic Advocacy Project' (MEAP) was made by Nadeem Hanif – Project Manager he advised that the project started 1/04/18 for 15 months funded by Scottish Government and European Social Fund.

Aims of the MEAP project: Minority ethnic communities are aware of and have improved access to mainstream services, resilient minority ethnic individuals are empowered to take collective action on positive health; wellbeing and mainstream services have increased knowledge of minority ethnic communities & how to support them and community led organisations have expanded their services to address the needs of ME communities.

Main activity: **1000** clients to be registered to service, **500** receive intensive advocacy support, **250** are signposted to access mainstream services' **150-200** are independently attending appointments and **10** presentations to be delivered on Advocacy service to community led organisations

**3. Stuart Aiton and Co- WSREC Auditors address**

Stuart Aiton addressed the Board and provided a brief overview of the role of the auditor.

And noted that Trustees delegate its Office Manager (Farrah Rashid) to maintain the accounting records of the organisation and from these records are summarised into the statutory accounts which are prepared on behalf of the trustees and remain their responsibility.

As an auditor a substantive approach is taken and audits the figures within the accounting records/accounts. This includes looking at a sample of transactions - verifying with appropriate evidence and looking at overall variances with prior years. the auditor is also required to engage with the board at the planning stage , during the course and at the end of the audit.

The auditor asked the following questions

1. *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?*
2. *The business model that the charity operates under, is it able to cope with any business risk arising, how robust is the organisation (i.e. Going Concern for a year from signing the accounts)?*
3. *What actions the board have taken to assess and prevent the risk of fraud, error or management overrides in relation to the charities activities?*
4. *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?*
5. *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?*
6. *Are there any breaches that the board have been aware of that go against the OSCR and Companies House guidelines?*
7. *Has any of the trustees have anything to disclose to the auditor that will have a bearing on the audit?*

There were no concerns or any issue raised and the above questions were noted.

#### **4. Minutes of the previous meeting**

Minutes of 12<sup>th</sup> of February 2018 were approved as a true and accurate.

#### **5. Matters Arising**

##### **Action:**

MR to contact partners and request reasons for non-attendance. Mr reported that letters had gone out but no responses had been received to date. The Board agreed for the Executive Director to follow up the letter and advise of the boards wish for attendance

#### **6. Conflicts of Interest (Board members)**

Chair advised he had a conflict of interest in the item proposed after the presentation namely 'Friends of Glasgow & Lahore Twin City Association' he advised that he will vacate the chair and leave the room for that item.

#### **For discussion**

#### **7. Reports**

##### **a. Finance- Projected Budget for 2018/19**

MR reported that there was an error with figure of **£15,000** for Rent for Napier Suite in both income and expenditure this should not have featured in the budget therefore projected budget will be adjusted for future reports.

In view of the above MR reported a projected expenditure showing **£535,096** and projected income of **£539,079** meaning a small surplus of **£3,983**. The projected budget also showed that all but **£920** was confirmed income.

The Board congratulated staff on this achievement and approved the projected budget

b. Executive Directors report

There were no questions and the Board noted the report

c. Partner Reports

Stuart Cassidy reported that COPFS still robust on Hate Crime and that they were looking into diversionary scheme for the elderly in relation to disposal of cases.

At this a point the chair raised timing issue faced by grieving families. There is recent procedural change with requirement that the death is registered and document provided before 10.00am for grave to be prepared for burial on the same day. The chair asked Stuart Cassidy to have a meeting with MR after the meeting to find a solution to this in partnership with Glasgow City Council.

Action: MR to meet with Stuart after the meeting and approach Glasgow City Council in view to resolving this issue.

**For Decision**

**8. Correspondence**

Police Scotland: holding letter dated 13<sup>th</sup> March 2018 from Sergeant Scot Keith on behalf of Deputy Chief Constable Iain Livingston acknowledging WSREC's letter dated 9<sup>th</sup> March 2018 in relation to concerns of break-ins of South Asian homes. MR reported that there had been no further correspondence received to date.

The Board requested MR to follow up this letter with the Boards disappointment at the delay in a response from Police Scotland to a serious concern.

**9. Policy – update/New**

MR spoke to the new Safeguarding Policy

New Safeguarding Policy

MR advised that this was a new policy for WSREC and this was one of the requirements of the Scottish Government and European Structural Fund for our Ethnic Minority Advocacy Project (MEAP).

The Board agreed to the recommendation and adopted this policy.

New Fraud and Corruption Policy

This is new policy for WSREC and this was one of the requirements of REMPLOY an organisation that has a contract with the Government we wish to engage with in relation to a possible partnership work on employment.

The Board agreed to the recommendation and adopted this policy subject to fraud being 'reporting to the police' being in the list of policies mentioned at the end of page 2 if not then inclusion of this phrase within the body of the policy.

**10. Report SAREC- MG provided a verbal report**

He advised that SAREC there was not much to report apart from the meeting on the 5<sup>th</sup> of March which CSREC was not able to attend. Also that the CEO's have revised information for application to be made via Mental Health Foundation and it is hoped that a full application would be submitted by end of the year.

Board noted the report

**11. Update: Community Ownership of 'Napiershall Street Centre'**

MR advised that Richard Watson of City Properties has provided Ghzala Khan the following dates for a meeting.  
Monday 30<sup>th</sup> April 2018 PM only  
Tuesday 1<sup>st</sup> May 2018 PM only

Tuesday 8<sup>th</sup> May 2018 AM only

Ghzala Khan will meet with Mr Watson supported by 2 Board members who will accompany her.  
Action MR to contact members who may wish to accompany Ms Ghzala Khan to the meeting.

**12. A.O.C.B.**

Friends of Glasgow & Lahore Twin City Association

Vince Chudy Chair of Personal Committee took this item and as the Board Chair vacated his seat and left the room. VC explained that a letter from Friends of Glasgow & Lahore Twin City Association had been received request for Mohammed Razaq to provide equality training to Fire and Rescue service in Lahore allowing him to travel with a delegation with any related costs.

The request was agreed in principle subject to costs and that being delegated to the Finance Committee.

**13. Date and Times of future meetings**

WSREC AGM 5.00pm 27<sup>th</sup> June 2018 in the Glasgow City Chambers, this will be immediately followed by an ordinary meeting of the Board.

DRAFT