

**West of Scotland Regional Equality Council Ltd**  
**80<sup>th</sup> Meeting of the Board of Directors**  
**2<sup>nd</sup> November 2020 at 6.00pm**

Via ZOOM

**MINUTES**

**PRESENT**

Board of Directors

1. Hanzala Malik Chair
2. Dr Malcolm Green (MG)
3. Vince Chudy (VC)
4. Antony Kozlowski (AK)
5. Sheela Mukherjee (SM)
6. Sharon Schlesinger (SS)
7. Harriette Campbell (HC)
8. Cllr Anne McTaggart (AM)
9. Dr. Javed Gill (JG)

Observers

None in attendance

In attendance

Mohammed Razaq (MR)  
Ghazala Khan (GK)

**WELCOME**

The Chair welcomed everyone to the meeting.

**1. APOLOGIES**

Board of Directors

1. Onkar Singh Jandu (OSJ)
2. Syed Jafri (SJ)

Observers

Stuart Cassidy (COPFS)

**2. Presentation**

There was no presentation at this meeting

**3. MINUTES OF THE PREVIOUS MEETINGS**

Minutes of 79<sup>th</sup> meeting 7<sup>th</sup> September 2020 were approved as a true and accurate record

**4. MATTERS ARISING**

There were no action points or matters arising

**5. CONFLICTS OF INTEREST**

There were none

**FOR decision**

**7. OFFICE MOVE**

Mr spoke to his 'update- report on property search with the following: -

West of Scotland Regional Equality Council (WSREC) moved to its present premises at 39 Napiershall Street in 2000. The offices are owned by City Property Ltd who have advised that they will be deciding either to have the building repaired or sell the property, either way however, we are required to move out. We have from last 2 year a month-to-month lease. The Board requested staff to make enquiries for the availability of office space that would be suitable for WSREC.

**WSREC Board meeting dated 11<sup>th</sup> February 2019 agreed the following WSREC office needs**

**Criteria -Location:** Must be north of the river Clyde; **Rental:** £23k per annum (Rent, repairs, and

light & heat); **Floor space:** Minimum of 2,500 Sq. Ft; **Transport:** helpful links to the premises and **Car parking:** some client and staff car parking facility required

Regular updates/reports have been made at every WSREC Board meeting since with a standard Agenda item.

**Existing Office Space and costs**

Office Space: **2990** square feet and access to: **1500** Square feet; **Rental** £28,106 pa (including the Napier Suite); **Location:** Maryhill Corridor and **Other costs:** Nil

**PROPERTIES IDENTIFIED**

3 Properties were identified as follows:

**1. Firhill Business Park**

Split between 2 blocks (one office on 2<sup>nd</sup> Floor and one on the ground floor with 6 parking space and some on-street Parking)

Space: **2,500** Sq. Ft; Rental: **£22,618**; Other costs: **£8,167** per annum (for service charges, repairs, light & heat); Total cost: **£30,335** per annum

**2. McCafferty House**

3<sup>rd</sup> Floor (all on one floor with 10 parking space and some on-Street Parking)

Space: **5000** Sq. Ft; rental: **£36,000** per annum; Other costs: **£20,245** per annum (for service charges, repairs, light & heat); **Total cost: £56,245 per annum**

**3. Shuna Street**

Self-contained 2 storey office building with substantial 'Garden Area' on the right and back of the building with plenty of on-street parking

Space: **3326** Sq. Ft; rental: **£12,870** however, that has been reduced to **£1,000** per annum after concessionary rent application to City Property; Other costs: **£13,000** per annum (for regular repairs, light, and heat); **Total cost: £14,000 per annum**

**However, the building requires substantial repairs before a move can be made (immediate £67k short term £64k and long term £2.5k)**

### **NEXT STEPS**

Out of the 3 Properties identified number 3 (Shuna Street) seemed most viable therefore, further work was carried out.

A building survey was carried out with the assistance of Lambert Smith Hampton a leading UK commercial and residential real estate consultancy. They have also provided costs for the work; however, the building requires substantive repairs before a move can be made costed at **£131K**

Meeting with Ms Pauline Barkley of City Property took place on the 12<sup>th</sup> December 2019 with Hanzala Malik and Mohammed Razaq. Ms Barkley agreed to look into the following:

- Look at ways that the cost of £134k can be offset with a rent-free period
- Did not see why City Property would charge 'a market rent after 5 years' does not make sense
- Agreed with looking into 'sublet clause' in the lease.
- She was open to a lengthy Lease (more than 21 years) if required by funders of WSREC

Meeting with Andrew Brooks and Hugh Blake of City Property by Hanzala Malik and Mohammed Razaq took place on 12<sup>th</sup> March 2020, followed an application for concessionary rent on 13/03/2020

MR advised that the application for concessionary rent which was accepted by City Property early October 2020 and negotiations are now on-going in relation to the Heads of Terms of a lease. Once these are fully drafted, they will be brought to WSREC Board for a decision.

Chair requested MR to provide the latest in terms of Heads of Terms for the lease discussions with City Property. MR Advised that there 4 sections (in the Heads of Terms) that are being subject negotiation:

Section 4 is about the length of the lease (for grant funding for repairs we would require 20 years plus)

Section 6 is about rent review agreed the rent will not increase for the first 5 years regardless of any changes in the concessionary rent policy (although we can live with this WSREC will be looking to see if this can be extended).

Section 15 is about subletting of the property for the moment there is agreement City Property would allow subletting to a charity and that concessionary rent was going to be charged however always require to grant permission (however WSREC was looking for wording that allowed subletting with City Property being advised of the criteria being met

Sections 14 and 18 - Noted WSREC's responsibility to obtain permission or ensure that it is not required.

Chair opened for questions

SS asked about the Asbestos report on the building: MR advised that the report contains the existence of asbestos and pinpoints the location so that health and safety precautions can be undertaken when any repairs are instructed and carried out.

SS asked timescales for the repairs to building take: MR advised that it would take anything between 6 to 12 months and was heavily dependent on how much savings we will make from the rent, successful

applications for repair grants and how much assistance we could garner for at cost or free from construction organisations like City Building for example and private firms who would be willing assist. MR advised that this work is not going to be easy and is going to be incredibly challenging but do-able.

AK requested that a report on essential works that required to be carried out to make a physical move to the building possible be brought to a future meeting, this was agreed with also HM requesting that the security of the building also being in place i.e., security camera's

MG advised that after meeting with senior staff and WSREC chair recently he came to know of the work that had been carried out in relation to office move and summed up as follows: -

- WSREC's needs of the future was no longer in Napiershall Street
- Apart from WSREC and ASRA the centre is unoccupied
- It was right to look for other premises
- We have been provided with various alternatives
- Concessionary rent being offered and not being antagonist towards City Property and vice versa and little way to go
- Big issue being 'how to transition;' staff working from home are funders going to be content after Covid restrictions are lifted? /service delivery/overlap from old to new building/require minimum £20k to occupy new building/additional grants being sufficient.

MG continued and said that the right property had been chosen and suggested a **road map on how we make the transition.**

The Chair advised the transition had been thought about and needed tidying up and staff have been working form for the last 4 months.

MR advised that staff had a meeting recently and the issue of moving office, furniture and equipment had been one of the topics discussed. Staff concluded that we would need to store these with a small number of items needed for regular direct access i.e., filing cabinets with important hard copies of administrative documents/ photocopier and some IT equipment.

Chair advised that a meeting had been requested with Pauline Barkley, Head of City Property with an offer of a meeting Mr Andrew Brooks and Hugh Blake both senior officers within City Property to discuss the 'Heads of Terms' and we await a date for the meeting. The Chair requested that MG join him and MR at this meeting to which MG agreed.

MR advised that the aim would be that at the point of the Board agreeing the terms of lease that we renounce our lease for Napiershall Street as soon as legal requirements allow (saving rent) for it to be invested in Shuna Street. Quick solution and move to the storage of equipment and furniture and home for the essential equipment required for regular access.

GK advised that it is by chance that we have successfully moved to home working which will be a great benefit as we do not need to house the 22+ staff members at the point of terminating our Lease for Napiershall Street as we would have had to do pre-covid.

MR requested assistance from the Board in relation to repairs to Shuna Street to provide him with contact details of any organisation within the construction industry that would carry out work free or at a discount (list of repairs required at Shuna Street was sent to all members of the WSREC Board).

JD said that there was a contractor working at Al Furqan Mosque who he will speak to as he may be able to carry out some work at reduced rates.

**The Board noted the updated report and agreed with the choice of the property and for the negotiations to continue in relation to the terms of the lease.**

**8. AOCB**

There was none

**9. DATE AND TIMES OF FUTURE MEETINGS**

All meetings will be held at **6.00pm** and (due to Covid 19 restrictions) via Zoom until further notice

Monday 8<sup>th</sup> February 2021

Monday 26<sup>th</sup> April 2021