

West of Scotland Regional Equality Council Ltd
81st Meeting (Emergency) of the Board of Directors
25th November 2020 at 6.00pm

Via ZOOM

MINUTES

PRESENT

Board of Directors

1. Hanzala Malik HM (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. Dr. Javed Gill (JG)
9. Haroun Malik (HSM)
10. Cllr Rashi Hussain (RH)

Observers

None in attendance

In attendance

Mohammed Razaq (MR)
Ghzala Khan (GK)

WELCOME

In the absence of the Chair Hanzala Malik (due to IT issues joined the meeting late) the Vice Chair Dr. Malcolm Green chaired the meeting.

The Chair welcomed everyone to the meeting and advised the Board the reason for the emergency meeting was the Office Move and that there were 2 documents in total to discuss.

1. APOLOGIES

Board of Directors

1. Onkar Singh Jandu (OSJ)
2. Syed Jafri (SJ)
3. Cllr Anne McTaggart (AM) (not joined due to IT)

Observers

Stuart Cassidy (COPFS)

2. CONFLICTS OF INTEREST

There were none

FOR decision

3. OFFICE MOVE

The Chair requested MR to speak to the Road Map and its main points as the report had been circulated to Board members earlier in the week.

MR advised the Board as per agreed in the last meeting of the Board on 2nd of November 2020 a meeting was held with City Property's Andrew Brooks and Huge Blake with WSREC's Chair Hanzala Malik, Dr Malcolm Green Vice Chair and Mohammed Razaq Executive Director on 12th November 2020 to progress the discussion on the lease 'Heads of Terms' for Shuna Street and the existing Lease at Napierhall Street and other items. MR advised the outcome of the meetings as follows: -

1. LEASE OPTIONS

Shuna Street

Heads of Terms for Lease offered

a) LEASE (section 4)

Offer of 20year lease with a 'letter of comfort' for any grant funders requiring lease longer than 20 years.

- b) Rent Review (section 6) - The rent will be subject to upwards review at any time in line with any increase in rent due under the Concessionary Rent Policy. however, due to the high amount of repair costs the rent will not increase for the first 5 years regardless of any changes in the concessionary rent policy.
- c) Subletting (section 15)

It was agreed that short Sub-letting would be permitted If the situation arose then a request can be made and if the proposed sub-tenant had charitable status and was not being charged a market rent then it is something for which consent would most likely be given. However, the provision of space to individuals/ companies/ colleges undertaking projects on behalf of or in associations with WSREC in the furtherance of WSREC's aims and objectives will not require consent from City Property. The provision of rooms to community groups for meetings will not require the consent of City Property.

MR spoke on the options for the lease

- Options
 - a) WSREC takes up lease immediately for Shuna Street as per section 2 above
 - b) Take up a month-to-month lease at £1 rent for maximum period of 18 months and then sign up for the full lease, however the proviso is that WSREC requires to renounce its lease at Napiershall Street at the same time.
 - c) Stay in Napiershall and apply for funding for repairs and then take on lease for Shuna Street within 12 to 18 months.

MR also requested that If the board agreed with the recommendation, that he was proposing renouncing the Napiershall Street lease for 31st January 2021 and take up the lease at Shuna Street on 1st February 2021 instead of dates within the Road Map report. This would allow staff sufficient time to deal with such a move including legal requirements.

Recommendation was for option b)

At this point the Chair asked for any questions on anything so far including the options.

The Chair of the meeting Dr. Malcom Green asked why there was a recommendation for option b) as opposed to a) or c).

MR advised that Option a) would mean taking on the 20-year lease with full obligations and paying the full concessionary rent for the period of repairs. Option c) would mean continuation of rent payment of £2000 per months thus depriving us much needed funds to repair Shuna Street. It would also mean restricted access to Shuna Street to carry out inspections and contractors.

MR advised option b) means WSREC has lower obligation (month to month lease) for Shuna Street to the landlord just in case anything went wrong. WSREC does not have to pay the full concessionary rent of £1000 (including VAT) per year and that we have unrestricted access to the building to carryout inspections and repairs. GK advised that option a) allows us not to eat into the 5 years of concessionary rent.

SS asked about the storage arrangements for WSREC's furniture and equipment while these repairs are ongoing to Shuna Street? MR advised that during the meeting with City Properties this was discussed, and City Property has agreed that WSREC can leave its furniture and

equipment at Napierhall Street until such time the property is sold or renovated however, they will take no responsibility for any damage to the same.

AK asked about access to WSREC furniture and equipment during this period and what if the concierge staff at Napierhall Street were removed or building was closed for any reason. MR advised that it was his view that as long as ASRA elderly care organisation was in the building the landlord would require having some sort of concierge staff to allow access to the building however, if ASRA moved out and the building was to close then we it is accepted WSREC would be asked to remove its furniture and equipment or notified of restricted access. MR added that at a meeting this afternoon with Anna Dyer, Chairperson and Chris Lang Senior staff of Community Central Halls (CCH) WSREC was offered, if needed space with access to store important equipment i.e., photocopier, PC and 4/5 filing cabinets and also be able book space for events etc.

Haroun Malik asked what happens if City Property leases the office space to other organisations and what will happen to our furniture and equipment. MR advised that the landlord is hoping either to sell the building or renovate and therefore no issue of another organisation being allocated space at Napierhall Street.

HC asked what will happen if City Property renege on any of the agreed items. MR advised that once we get a go-ahead from the Board to take this work forward then we would apart from the access and furniture and equipment everything else will be agreed formally through our Solicitors.

Action: It was agreed that MR have in writing access protocol to its furniture and equipment at Napierhall Street from the City Property and to have appropriate insurance in place.

After questions and answers the Board agreed to option b)

The Chair then asked MR to briefly talk to the rest of the Road Map report

2. REPAIRS (once the Board agree to go ahead with lease for Shuna Street)

Project Management.

MR advised that WSREC needs to appoint Project Management for the repairs as WSREC does not have capacity or expertise within existing staff to carry out this task. He further advised that on doing online research and speaking to CCH it was found that project management cost is charged in the region of 10% to 12% of project costs. This would suggest with repairs costs of £134k would be in the region of **£13,400 to £16,080**

MR advised the Board as per the report that Lambert Smith and Hampton who have been supporting WSREC pro bono so far have offered to Project Manage the repairs **at a maximum cost of £4,500.** (This includes overseeing the tendering process with suitable contractors, adjudication of same, appointing successful Contractor on our behalf, arranging progress meetings, overseeing any design changes and management of the works through to completion and handover as client liaison. This will also ensure WSREC's duties as client under the CDM Regulations are discharged)

The Chair of the meeting asked if the Project Management cost had a time limit. GK advised that in her view it might suit LSH if its longer as this means they can work around us and we around them so 18 months will be suitable to them.

After questions and answers the Board agreed with appointing Lambert Smith and Hampton for Project Management.

MR then spoke about the costs in the report and provided updated figures which included VAT.

TOTAL Costs	£164,000
VAT	<u>£ 32,870</u>
TOTAL	<u>£197,220</u>

With savings and not having to pay rent for Napiershall Street from 31st January 2021 WSREC will be able to provide 10% within its budget towards the above costs with the balance obtained by applying for grants from charities and foundations along with assistance with pro bono free material, equipment and services from individuals and organisations.

GK advised Board that apart from sources of funding in listed in the Road Map report that a meeting this afternoon with Anna Dyer and Chris Lang of Community Central Halls was very fruitful as there was agreement that WSREC would be supported with advice and information on funding sources and applications as CCH has been for a number years applying and been successful with repair grants.

MR requested Board members to provide any contact details of contractors or suppliers who could provide services or materials pro bono or at reduced rates.

MR said that LSH have advised that repairs will take a minimum of 6 months to carry out (subject to funding).

The chair asked if there were any questions on the section on 'Service Provision' in the Road Map report. There were questions or comments on the report.

MR did reiterate that if Covid guidelines allowed then WSREC would be able to provide a mixture of face-to-face services online during the repairs phase of Shuna Street it is envisaged that meeting space will be booked in local community centres and churches until the office is ready to meet funders and client's requirements and needs, respectively.

GK advised that through Aasia of LSH we have solicitor services pro bono and contact with office furniture at reduced rates etc and was asking if the Board could recognise Aasia and her LSH for the help and assistance they have provided. The Chair of the meeting was happy to put his name to any correspondence GK wished to send to LSH.

The Board noted the Road Map report and agreed to the following: -

1. Month to month lease for Shuna Street for maximum period of 18 months with £1 rent per month starting 1st February 2021
2. Renunciation of existing office lease at Napiershall Street as from 31st January 2021.
3. Appoint Lambert Smith Hampton as Project Managers at **maximum fee of £4,500.**
4. Start legal work via solicitors to formally agree heads of terms for both leases.
5. Require staff start making grant funding applications for repairs and office fit out

4. Formation of a 'Property' Sub Committee

MR advised that the Chair of WSREC Hanzala Malik had suggested this agenda item and therefore he will speak to this. Hanzala Malik explained due the nature of our office move and repairs to be carried out at Shuna Street he felt it was important that a subcommittee be set up so there would support for staff and Project Manager and there would be less need for having Board meetings at short notice and burden of decision making is shared.

The Board agreed to form a **Property subcommittee** and membership was agreed as follows: - Hanzala Malik, Dr. Malcom Green, Cllr Rashid Hussain and Sharon Schlesinger.

FOR INFORMATION

5. VARIANCE STATEMENT FOR THE MONTH OF OCTOBER 2020

There were no questions on this item

The Board noted the variance statement for the month of October 2020

6. AOCB

There was none

7. 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 8th February 2021
Monday 26th April 2021