

APPENDIX 1: Terms of Reference

Race Equality Taskforce Terms of Reference

Purpose

1. The Race Equality Taskforce ('the Taskforce') is established by Cardiff Council, following a decision by the Council's Cabinet on 16 July 2020, to enable the coordination of meaningful and evidence-led actions and recommendations to address racial discrimination and promote race equality in Cardiff.
2. The Taskforce will undertake this work until the end of the current political administration and local government elections in May 2022.

Objectives

3. The Taskforce will work to the following objectives:
 - Work with Cardiff's communities and organisations to improve and prioritise race equality to achieve an inclusive, cohesive, thriving and representative city;
 - Guide Cardiff's policy and strategy developers to make sure race equality is included in all of their work;
 - Use the Council's convening power to advance race equality in the public, private and voluntary sector, working closely where required with the Cardiff Public Services Board;
 - Coordinate actions and recommendations to advance race equality, focusing on priority work-streams, identified in consultation with the city's ethnic minority residents;
 - Report on progress on race equality and the general impact of inequality and discrimination on the ethnic minority communities of Cardiff.

Priorities

4. The following areas have been identified to be considered by the Taskforce:
 - a) Employment and Representative Workforce
 - b) Education and Young People's Experience of Services
 - c) Citizen's Voice
 - d) Health and Social Care
 - e) Criminal Justice
5. The priorities of the Taskforce have been informed by public consultation with Cardiff residents and agreed by the Race Equality Taskforce Membership at their inaugural meeting on 2nd December 2020. A work stream will be

established for each of the agreed priorities, which will coordinate and consider strategic evidence, practice and policy reviews in order to produce recommendations for action.

Reporting Requirements

6. The Taskforce will provide reports on each work-stream to the Council's Cabinet. Work Stream's a) Employment and Representative Workforce b) Education and Young People's Experiences of Services c) Citizen's Voice will provide recommendations which will be considered at Cabinet. Work stream d) Health and Social Care will provide recommendations to the Health Board for consideration. Work stream e) Criminal Justice will provide recommendations for the Community Safety Partnership.
7. The Taskforce will also provide an annual report to Full Council, in line with the reporting schedule for the Council's statutory Equalities Annual Report.
8. A Cross-Party Group will provide a scrutiny and Members engagement function for the Taskforce.

Limitation of Authority

9. The Taskforce is an advisory body to the Council's Cabinet. It is not a decision-making body and does not have the authority to:
 - Expend money on behalf of Cardiff Council;
 - Commit Cardiff Council to any arrangement;
 - Direct Cardiff Council staff in the performance of their duties and shall not seek to do so;
 - Purport to represent Cardiff Council in any communication with the public or media; and
 - Consider any matter outside its Terms of Reference.
10. The actions of the Taskforce or any of its members shall not fetter the discretion of the Council in the exercise of any of its functions.

Membership

11. The Taskforce will comprise of the Chair and up to 14 members. Seeking to ensure a diverse range of protected characteristics are recognised within the Taskforce.
12. Members will be appointed until the end of the current political administration and local government elections in May 2022.
13. The membership will be made up of individuals with insight and interest in race, ethnicity and human rights and who have the ability, experience, opportunity and influence to make changes in their sector, industry and institutions or organisations.

14. Membership of the Taskforce is to be selected following a public appointment process openly advertised by the Council. The membership is selected in order to achieve a balance of representation across the following fields:

Voluntary Sector and Community Organisations	Public Services
Major Employers and Small-to-Medium Sized Enterprises (SMEs)	Culture and the Arts
Education, including Further and Higher Education	Sport
Trade Unions	Children and Young People

15. The Taskforce will also have the ability to co-opt members on a consensual basis.
16. Members of the Taskforce must submit, upon appointment, a declaration of personal interests, including a declaration that they understand and will abide by the Nolan Principles of Standards in Public Life. All members will strive to be respectful, consensus-oriented, transparent and accountable.
17. Everyone in attendance at Taskforce meetings must declare any actual or potential conflicts of interest; these shall be recorded in the minutes. Anyone with a relevant or material interest in a matter under consideration must be excluded from the discussion; this shall also be recorded in the meetings.

Chair

18. The appointment of the Chair of the Taskforce is a matter for decision by the Council's Cabinet.
19. The Chair will be appointed until the end of the current political administration and local government elections in May 2022.
20. The Chair is responsible for chairing meetings of the Taskforce and promoting the work of the Taskforce.
21. The Chair will also oversee the activities of the work-streams and strategic activities associated with tackling discrimination and disadvantage faced by ethnic minority residents in Cardiff.

Vice Chair

22. The Vice-Chair of the Taskforce will be selected by the Chair from among the 14 members who are publicly appointed to the Taskforce.
23. The Vice-Chair will be appointed for 6 months subject to reappointment.
24. The Vice-Chair will deputise in chairing meetings of the Taskforce in the absence of the Chair.

Meeting Arrangements

25. The Taskforce will be quorate at 25% of the total voting members, rounded up to the nearest whole number. This must include the Chair/ Vice-Chair.
26. Meetings of the Taskforce will take place on a quarterly basis (i.e. every 3 months) and will usually take place at a council venue or will be held remotely using Microsoft Teams due to the Covid-19 pandemic.
27. Members of the Taskforce are expected to make every effort to attend all meetings and attendance will be recorded formally through minutes of the meetings.
28. Where members are unable to attend Taskforce meetings, any apologies should be given to the Chair and/or meeting secretariat in advance of the meetings. Substitute delegates are not able to attend meetings without the prior approval of the Chair (or Vice-Chair in the absence of the Chair).

Recommendations and Voting

29. Draft recommendations will be brought to the Taskforce meetings through work streams, organised by number (eg: 1.1, 1.2) and will be recorded in the meetings minutes along with any votes. Recommendations are called to a vote by the Chair of the Taskforce during a meeting. Approved recommendations from Taskforce meetings will be taken to Cabinet for discussion and approval.
30. Votes may be cast by Taskforce members only and not Council secretariat or observers. Votes are made only by the members present in a properly arranged meeting.
31. Decisions will be made by a majority of the votes cast at the meeting. In the event of there not being a clear majority vote, the Chair shall have a casting vote.
32. Votes are cast at the Chair's discretion and are as follows:
 - I. *By General Consent* -- When a recommendation is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item will then be put to a vote by one of the methods below.
 - II. *By Voice* -- The Chairman asks those in favour to say, "Aye", those opposed to say "no". Any member may move for an exact count. (Whilst meeting virtually during the Covid-19 Pandemic the 'raise hand' function on Teams will be used)
 - III. *By Roll Call* -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

Confidentiality

33. Confidentiality rules are as follows: The Taskforce will adhere to the Chatham House Rule, anyone who comes to a meeting is free to use information from the discussion but is not allowed to reveal who made any comment. Failure to adhere to this rule may result in taskforce membership being revoked.

Administration

34. The Secretariat and administrative support services to the Taskforce will be provided by Cardiff Council, or an individual or organisation appointed by Cardiff Council, and will include meeting organisation, circulating meeting agendas, taking meeting minutes and overseeing general Taskforce administration.

35. All final papers/reports must be submitted to the meeting secretariat 7 clear days in advance of the meeting.

36. The agenda and supporting papers shall be forwarded to each member of the Taskforce 3 clear days in advance of the meeting.

Communications

37. The Taskforce will communicate via email using a private invite-only list of contacts. Communication may include:

- Periodic updates concerning Taskforce activities;
- Dissemination of minutes and initiatives;
- Links and research related to Taskforce aims and ambitions; and
- Draft documents for review and comment.

Press & Social Media

38. Council secretariat are available for any queries. However, confidentiality rules should be adhered to during all public or social correspondence. Further guidance on this can be found in the 'Communications Guidance' provided by the Equality Team.

General Requirements

39. In so far as it relates to the activities of the Taskforce, the Taskforce and individual members of the Taskforce:

- i. Will use all reasonable endeavours to comply with all applicable requirements of Cardiff Council's Welsh Language Scheme and the Welsh Language (Wales) Measure 2011 ("the Measure") and the Welsh language standards issued to the City of Cardiff Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the activities of the Taskforce. A copy of the Welsh language standards is available from: www.cardiff.gov.uk/bilingualcardiff

- ii. Will comply with any and all requirements under the Data Protection Legislation and shall not disclose or allow unauthorised access to any confidential information provided or acquired during the term of the Taskforce.
- iii. Shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation or good practice relating to discrimination (whether in age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity or otherwise).
- iv. Acknowledges that the Council is subject to the requirements of the Code of Practice on Government Information, Freedom of Information Act and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations, and
- v. Shall not behave in a manner so as to bring Cardiff Council into disrepute.

Amendments to the Terms of Reference

- 40. The Terms of Reference may be amended, varied or modified in writing by the council's Head of Policy and Partnerships in consultation with the Chair, with advice from Legal Services.
- 41. Taskforce members are able to make suggestions of minor edits, in discussion with Council Secretariat, but substantive changes must be confirmed by the Council's Head of Policy and Partnerships in consultation with the Chair, with advice from Legal Services.