



## Guidance Notes

**This template is aimed to assist work streams of the Cardiff *Race Equality Taskforce* to develop their recommendations. This template is aimed as a guide to support work streams but they may choose to use their own format if this better helps them to achieve their aims, though the adopted format should cover the basic areas outlined above. This template is intended as a working document, though its content is intended to be public facing once complete.**

**Each work stream will identify between 5-10 recommendations for the consideration of the Race Equality Taskforce.**

Note 1: Recommendations should link to the overarching objectives of the Race Equality Taskforce as set out in the [Cabinet Paper](#) dated 16<sup>th</sup> July 2020 establishing the Taskforce.

Note 2: Actions should be tangible and deliverable. They may rely on external contingencies (e.g. sourcing additional funding) but this should be included within the planning process where necessary. There may be more than one action per recommendation area.

Note 3: All actions should be assigned a lead with responsibility for driving actions forward and ensuring that they are accomplished.

Note 4: These might include data and evidence needs (including specific requests for support from the Race Equality Taskforce Secretariat, further research input needs, partnerships to be built or additional funding required (alongside potential sources for funding.)

Note 5: The majority of actions should be completed within the lifespan of the project (up to May 2022). Where actions have a longer timescale than the life of the project, clear milestones should be used to set out markers of progress

Note 6: Success criteria should be primarily focused on outcomes and measures of increased equal opportunities and inclusion for Ethnic Minority communities. These may be both general and, where an action is targeted, looking at specific issues. It is acknowledged that it can be difficult to identify these outcomes, have the necessary data to track them and show causal relationships - in particular at the local authority level. In some cases, measures in relation to e.g. organisational change may be used - though these should not be the first option if there is the option to use a measurable population outcome.

