

# **Cambridge University Hospitals NHS Foundation Trust**

## **LGBT+ Staff Network**

### **Terms of Reference**

#### **Title of group – LGBT+ Staff Network**

#### **1. Purpose of the group**

The LGBT+ staff network will work in partnership with Cambridge University Hospitals NHS Foundation Trust (CUH) to create a safe, inclusive and diverse working environment that encourages respect and equality for all, providing a space that values and recognises the differences between sexual orientation and gender identity and works proactively to address these.

#### **2. Aims and Objectives:**

- Raise awareness of LGBT+ issues for all staff, and service users
- Be a safe point of contact for LGBT+ staff
- Provide first level support to LGBT+ staff who feel they are being bullied or harassed on the grounds of sexual orientation or gender identity
- Contribute to the Trust's equality and diversity inclusion strategy work
- Raise awareness of legislation in relation to LGBT+ equality
- Actively influence policy development in relation to the impact on LGBT+ staff and service users and ensure policy is applied in practice
- Support LGBT+ employees and enabling them to develop their careers
- Ensure colleagues feel safe to be open about their sexual orientation and their gender identity, if they want to be
- Contribute to the work of the Stonewall Workplace Equality Index (WEI)
- Engage with other groups such as, internally, the Equality & Diversity staff group, BAME staff network and "It's Not Just You" mental health group and externally, other organisations' networks and LGBT+ equality groups

- Organise activities and social events for LGBT+ staff and contribute to local events for the LGBT+ community.
- Influence CUH's regional/national stance on LGBT+ matters
- Provide input on the communications diversity strategy
- Challenge unfair practises within the workplace that directly or indirectly impact on LGBT+ staff
- Support LGBT+ training and the sharing of staff stories.
- Be a visible presence for all staff

### 3. Membership

This staff network is formed from the following membership:

Chair	Lily Martin
Secretary	Alex Montgomery

And invites representation from the following:

Chair sponsor	David Wherrett
Workforce/OD (Equality and Diversity Lead)	Monica Jacot
Communications contact	Joe Dada-Woodley
BAME staff network rep	Emil Brown
Purple network rep	Alex Montgomery

\*It is the responsibility of the Chairs to attend the Equality and Diversity staff group meetings, to seek support from, report on any actions required of, feedback on progress on, objectives and workstreams from the network.

\*\*Staff can attend with approval from their manager and given time to attend in work time where reasonably practicable within the needs of operational needs of the service. If staff encounter issues getting approval to attend then they can access support by e-mailing:

[LGBT@addenbrookes.nhs.uk](mailto:LGBT@addenbrookes.nhs.uk) or [equality@addenbrookes.nhs.uk](mailto:equality@addenbrookes.nhs.uk).

#### **4. Administration**

To ensure staff confidentiality formal minutes will be kept but with initials. The Secretary will keep a register of those attending, which the Equality and Diversity Lead can have access to, so success of the group can be evaluated and the numbers of attending recorded. Meetings will be publicised using the local intranet and staff communication updates. Members of the network will be notified by email and receive Outlook calendar updates.

#### **5. Frequency and agenda of the meetings**

Meetings are to be held monthly, for 1 hour and the agenda will cover specific workstreams and topics, with content to be notified to members prior to each meeting.

#### **6. Feedback**

The Chair of the meeting will liaise with the Equality and Diversity Lead and keep the Workforce and OD directorate informed of how the group is working to evaluate the group's effectiveness.

Date: September 2021