



University of Bristol LGBT+ Staff Network

Membership and Terms of Reference

Who is the LGBT+ Staff Network for?

- Staff at the University of Bristol/Bristol SU who identify as Lesbian, Gay, Bisexual, Trans, or identify with other sexual and gender identities (also known as LGBT+) and inclusive of all LGBT+ people with multiple identities
- Membership of the mailing list, facebook group and the formal group meetings (approx. three times a year) are open to all staff at the University of Bristol/Bristol SU who identify as LGBT+

In addition:

- Some events and socials will also be open to all staff at the University/Bristol SU, and friends and family of network members.
- HR or other guests/speakers to be present at meetings (if requested by the network)

Terms of Reference

The Network is a consultative, support and social group that, through the Co-Chairs, provides a link between the University (HR EDI Team/Senior Management) and members of staff with an interest in issues of sexual orientation and gender identity. It:

- Provides a safe and supportive space for raising and discussing any concerns or issues or where support may be needed for LGBT+ employees
- Provides confidential support to all employees on LGBT+ issues
- Meets at least termly and the Co-Chairs take recommendations and feedback from these meetings to the EDI Team/University departments and feeds back to the network. The meetings encompass HR related items, agenda items from members and committee and guest speakers if relevant. These meetings include items such as PRIDE, LGBT+ History Month, socials, policies, data, gender neutral toilet and celebrating awareness days
- Is a self-directed group which acts as a partner to HR/University and is available for HR to consult with on relevant matters. HR send business items to the group through the Co-Chairs and will be asked to attend by invitation.
- Co-operates with the University on the Stonewall Workplace Equality Index but ensures that it isn't just this that drives the agenda for change within the University.
- Ensures visibility of the network is available across the University for all staff and through induction.

- Has a social and networking role for the LGBT+ staff community at the University of Bristol.
- Considers the impact of policies and procedures, existing and draft, as they relate to issues of sexual orientation and gender identity.
- Liaises with other universities and organisations with a view to sharing resources, ideas, events and good practice.
- Assists and supports HR and the University with promoting UoB as an institution that celebrates sexual and gender diversity amongst its staff and promotes equal rights and recognition of all staff.
- Has close links with the University of Bristol Equality and Diversity Team who will provide updates to relevant University committees and groups as necessary
- Collaborates with the LGBT+ Student network, where appropriate and beneficial to both groups (for example in coordinating Pride and LGBT+ History month together)

Members of the LGBT+ Staff Network have lots of experience of diversity and equality issues which are of use both to the group and to the University.

Roles

- Two Co-Chairs (one of those positions to be anyone who identifies as a woman and the other to be someone who identifies as either a man/non binary/trans or other sexual or gender minority) to lead the group. If this is not possible, then to ensure there are at least two co-chairs. If there are more than 2 people interested in the role there will be an election.
- Co-Chairs to do up to a 2 year term and Co-chairs to stagger stepping down to ensure continuity with one Co-chair continuing. If there are no other staff members wanting to take on this role then there is an option to fulfil an additional term with agreement from network members.
- Any LGBT+ staff member can stand to be a Co-Chair or Committee Member and approval is asked from the network members via a meeting or email to confirm this.
- Other Committee Members to be identified as and when needed by the Co-Chairs/Committee or members e.g Social Rep/LGBT+ History Rep/Pride Rep/Women's Rep. Other Committee Members to do up to a 2 year term with an overlap of 3 months handover (if possible) to help with continuity. If there are no other staff members wanting to take on these roles then there is an option to fulfil an additional term with agreement from network members. If there is more than one person interested in each role there will be an election or new roles can be created.

Conduct and Confidentiality

The LGBT+ Staff Network will operate a 'safe space' policy in which LGBT+ staff are able to meet without fear of being 'outed' in the workplace. All attendees agree to respect the wishes of individuals who do not wish their identity to be disclosed outside of the network.

The views and confidentiality of all attendees should be respected and, in line with the University's [Acceptable Behaviour Policy](#). Attendees of meetings are expected to behave in a professional and acceptable manner - treating others with courtesy,

respect and consideration, and not discussing attendance with other colleagues unless permission is given.

Attendees will respect that no person or persons will dominate any meeting and will help every voice to be heard.

Committee Members:

Suzanne Doyle - Co-Chair
Nick Skelton - Co-Chair
Basu Chakrabarty – Social and Pride Rep
Simon Gamble - Communications Rep
Ellen Edenbrow - Stonewall, LGBT+ History Month Rep
Michael Benson - Communications and Social Rep
Amelia Pereira - Trans Rep
Alice Phillips - Bisexual Rep
Helen Fullagar - Women and Social Rep
Vacancy

To contact any of the LGBT+ Staff Network members please email - staff-lgbtx-committee@bristol.ac.uk

For more information - <http://www.bristol.ac.uk/staff/social/clubs/lgbtx/>

Committee Role Descriptions:

Co-Chairs - The role of the Co-Chairs is to coordinate the work of the committee members to ensure a balanced workload amongst all members and to support any projects/initiatives being run by committee members. They are the main contact for key university senior managers to consult with to highlight the work of the committee and network. They work closely with the University EDI Team to push through change and initiatives. They also work closely with external organisations to look for opportunities for collaboration and to share good practice

Women's Rep - Act as a representative for those who self identify as a woman within the LGBT+ Network. Be a point of contact and voice for LGBT+ women, aiming to represent their interests and any concerns or issues. To improve and maintain a female presence within the Network, focussing on events and campaigns to support LGBT+ women, seeking input where necessary from women members of the LGBT+ Staff Network.

Bisexual Rep - Act as a representative for all those who identify as bisexual within the LGBT+ Network and be a point of contact and voice for bisexual staff members at the University. Run events and campaigns related to bisexuality e.g. bisexual visibility day.

Trans Rep - Act as a representative for all those who identify as transgender, non-binary and gender fluid members within the Network and be a point of contact for all transgender, non-binary and gender fluid staff members at the University.

Comms Rep - Compile and send the monthly newsletter, including important announcements, call-outs and promotion of social events to all the network. Manage social media for the network including a members-only Facebook page. To send emergency emails to the network (in exceptional circumstances only). To contribute to the content and management of the network web page on the University website. To make necessary contact details for the network committee visible, in order to facilitate easy communication from staff to committee members

Social Rep – Organise social events for members of the University of Bristol LGBT+ Staff Network to bring everyone together and help build a social community within the Network and the University. Examples of events can include after work drinks, picnics, movie nights, bowling nights, games night, LGBT+ related events within Bristol and anything else that may work for the Network. Responsibilities include organising the event and advertising the event to the Network.

Pride Rep - Organise and co-ordinate the LGBT+ Staff Network's involvement in Bristol Pride – marching in the parade and hosting a stall, in collaboration with the University, HR – Equality, Diversity & Inclusion team, Bristol SU and LGBT+ student societies and networks.

Stonewall Rep - Complete the Stonewall Survey on behalf of the University for the network and communicate with the network regarding data and information

Committee Member - Committee members support the network during busy times for example coordinating and planning LGBT+ history Month, supporting Pride and other projects/initiatives.

Created and approved Jan 2018
Revised Aug 2018