

## **Terms of Reference**

### Definitions

Lesbian, gay, bisexual and trans staff will be referred to as LGBT+ staff within this document. The + relates to other sexual and gender identities.

### Aim

To assist the University in cultivating and maintaining a welcoming, supportive and inclusive environment for LGBT+ staff and students, ensuring respect and dignity at work and in study.

### Objectives

- To provide information to LGBT+ staff within the University such as campaigns, initiatives, mentoring and training opportunities
- To circulate useful information from other organisations such as Attitude magazine and Stonewall
- To support the University with LGBT+ inclusive policy-making and practices
- To organise and publicise events including social activities for LGBT+ staff
- To provide support and guidance to Student Services, the Student's Union, and the LGBT+ Student Society to ensure an excellent student experience for LGBT+ students
- To assist the Equality and Diversity Engagement Group (EDEG) in its activities relating to LGBT+ inclusion
- To enhance the visibility of LGBT+ staff for the benefit of other staff and students

The Network will produce an annual action plan to deliver its aims and objectives.

### Membership

In the event of the position of Chair being vacant, the Equality and Diversity Officer will act as interim chair of the Network. The positions of Chair and Deputy Chair will be nominated by the members.

Staff wishing to become members of the Network should contact the Chair or the Equality and Diversity Officer in the first instance or attend a Network meeting.

LGBT+ staff from all Schools and Units across the University are welcome to become Network members. Members are encouraged to attend meetings and events as often as possible and to assist in delivering the Network's action plan. Members who cannot, or choose not to, attend meetings can join as 'virtual' members with access to the Network's SharePoint site and all associated documentation for comment.

Up to 3 members can be co-opted at discretion of the Chair.

The Network will consider developing a LGBT+ Allies Programme to provide a forum for non-LGBT+ staff to support and engage with LGBT+ initiatives.

### Meetings

The frequency of meetings will be every 6-8 weeks. Meetings will be held at either the Llandaff or Cyncoed campuses. An evening meeting will be held once a term.

Calendar room bookings will be made under the Network's name "CMet Enfys Staff Network".

Meeting notes and documentation will be made available on the Network's SharePoint site.

### Administration

Membership of the Network's SharePoint site is open to all members of the Network and is granted by the site administrators who are Network members. The SharePoint site does not reveal Network member identities.

The Equality and Diversity Officer and two nominated members will service meetings, take meeting notes and prepare agendas.

Members are encouraged to take an active role in assisting with the administration of the Network (such as booking meeting rooms and maintaining the SharePoint site).

### Equality and Diversity Engagement Group (EDEG)

The Equality and Diversity Officer attends the EDEG. Up to two members are encouraged to attend EDEG meetings as well to report on the Network's activities.

### Confidentiality Statement

The Network will operate a 'safe space' where LGBT+ staff are able to meet without fear of being 'outed' in the workplace. Discussions within meetings, particularly connected to shared personal experiences, will remain confidential unless stated otherwise by those concerned. Structures will be put in place to ensure that staff who are not out to work colleagues or managers can contact the group in confidence and negotiate release to attend events via a third party, maintaining their anonymity. All members of the Network agree to respect the wishes of individuals who do not wish their identity to be disclosed outside of the Network.

To maintain confidentiality the following will be adhered to:

- The membership list will remain confidential.
- The SharePoint site does not reveal Network member identities.
- Calendar invites for meetings will be sent with a privacy lock to ensure confidentiality.
- Attendance at meetings and events will be recorded as anonymous unless members request otherwise. Anonymous members will be recorded as present with \*.