



TERMS OF REFERENCE AND MEMBERSHIP

LJMU TOGETHER (LGBTIQ+) STAFF NETWORK



CO-CHAIRS:

Ray Burns

(Library Assistant, Library Services)

Catherine Bonser

(Senior Lecturer, School of Business and Management)

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1. STRATEGIC CONTEXT

The University LJMU Together supports the strategic aim of being a University where each person is respected equally, and where diversity is embraced. The group will meet regularly as a staff support network and also assist the University with reviewing progress against the University's LGBT+ Equality Objectives and to share best practice.

The University recognises that LGBT+ discrimination, harassment and victimisation may be experienced in a number of ways, including day to day interaction with colleagues, peers, visitors, staff & students.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the work are aligned with the priorities contained within the LJMU Strategic Plan 2020-2025
- To ensure that LGBT+ equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- To aid LJMU in the creation and updating of LGBT+ policies to ensure they at least meet legislation standards.
- To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the network
- To ensure terms of reference are reviewed on an annual basis along with the Network Group's effectiveness
- To ensure any changes to the terms of reference are reported to the relevant parent committee for approval
- To ensure the network complies with the standards and guidelines provided by the University's Secretariat for reporting and presentation
- Any other generic responsibilities, aims and objectives

3. SPECIFIC RESPONSIBILITIES

The Working Group has specific responsibility for:

- To promote awareness raising initiatives e.g. campaigning for Zero Tolerance against Homophobic, Transphobic and Bi-phobic Bullying and Harassment
- To promote LGBT+ equality and inclusion, through training and Reverse Mentoring
- To provide a forum for discussing appropriate issues
- To provide support and networking
- To raise issues in a safe environment
- To contribute on policy development and Equality Impact Assessments
- To meet a number of times a year
- To organise social events to celebrate diversity and inclusion
- To contribute to staff development, graduate development, leadership and career progression
- To share best practice and provide support and advice to other cross sector LGBT+ Networks on being a Stonewall Diversity Champion

Mode of Operation:

- The forum will meet between 2 to 3 times each year or as when required
- The forum will report to the University-wide Equality, Diversity and Inclusivity Committee
- The forum will provide a spokesperson to attend the Equality, Diversity and Inclusivity Committee as at when required
- The forum will be self-determining and self-managing

Membership:

- The Forum will be open to all LJMU/JMSU Academics and Professional Services staff whom identify as LGBTIQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Plus (+) which represents other sexual identities) who are willing to make a commitment to the group and the role and responsibilities of membership.
- Equality Allies will be invited to attend specific meetings per year and encouraged to engage with all network related events.

Role and Responsibilities of Membership:

- To take a proactive role in the Group
- To contribute to projects, initiatives or activities agreed by the forum
- To contribute to and monitor the University Equality and Diversity Action Plan
- To contribute to LJMU Equality and Diversity Policies and Practices

- To promote LJMU Equality and Diversity Campaigns e.g. Thematic Equality Events
- To contribute to the University Equality Impact Assessments
- To regularly attend meetings
- To respect confidentiality

Role and Responsibility of the Chair:

- The Chairperson has a strategic role to play in representing the vision and purpose of the network. The Chairperson ensures that the network functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- To plan and run meetings in accordance to the ToR.
- To bring impartiality and objectivity to meetings and decision-making.
- To work closely with members to provide leadership to the Network.
- To keep an overview of the Network’s affairs.
- To communicate effectively the vision and purpose of the Network.
- To advocate for and represent the Network at external meetings and events.
- To be aware of current issues that might affect the Network.
- To produce an annual report detailing activities and advances in the previous academic year.

4. CONSTITUTION

The constitution of the Working Group is detailed below:

a. Reporting and Membership

Reporting to:	LJMU Equality, Diversity and Inclusivity Committee
Reporting Committees:	• N/A
Working Panels/Groups:	• N/A
Receive minutes and selected papers from:	• N/A

Network Role:	Representative (Name/Description):	Job Title/Role:
Co-Chair	Ray Burns Catherine Bonser	Library Assistant, Library Services Senior Lecturer, School of Business and Management
Secretary	Dr David Bourke	Senior Lecturer in Conservation Ecology, School of Natural Sciences
Network Officials	Phil Bakstad (Network Official & LJMU/Liverpool Pride Coordination Support) Ray Burns (Co-Chairs & Marketing & Social Media) Meriel Box (Network Official) Paul McEvoy-Clarke (Network Official & Quiz Master)	Members of the network whom have taken-on a key role
EDI Advisors	Moni Akinsanya Holly Nicholls	Equality, Diversity & Inclusion Manager Equality & Diversity Project Support Officer
Members	Staff whom identify as LGBTIQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Plus (+) which represents other sexual identities). Equality Allies (whom will be invited to specific meetings per year) and representatives from other regional, cross sector, LGBTIQ+ Networks. Representatives from Stonewall Diversity Champions.	

	Other members determined by the network.	
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The network will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics.

The group will invite interested parties to attend meetings or those parts of meetings of relevance to them.

b. EDI Involvement

The EDI Team will help with coordinating the activities of the network, organising events as well as identifying appropriate speakers.

c. Quorum

To ensure that the network is quorate, meetings will only proceed if the Chair or Vice/Co-Chair and three (3) other members of the group are in attendance.

d. Frequency

The group will meet at least two times per year and as when required.

**APPROVED BY EQUALITY, DIVERSITY AND INCLUSIVITY COMMITTEE:
[INSERT DATE]**

DATE OF NEXT REVIEW: [April 2021]