TERMS OF REFERENCE OF STAFF NETWORK GROUPS

“The following TORs are for the staff support networks. They are open forums run by staff and for staff to provide a safe and supportive environment in which to discuss issues relating to their protected characteristics to support the central equality and diversity in ensuring that the various protected characteristics have vision and impact. We currently have the following support networks Disability, BAME Academic and Professional Services and LGBT Staff networks”

1. STRATEGIC CONTEXT

The University Staff Disability Network supports the strategic aim of being a University that provides a fair, supportive and encouraging working and learning environment with which students and staff engage responsibly.

The group will meet regularly as a staff support network and also assist the University with reviewing progress against the University’s Disability Equality Objectives and to share best practice.

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

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Work are aligned with the priorities contained within the LJMU Strategic Plan 2017 - 2022
- To ensure that disability equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- 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 Staff Disability Network has specific responsibility as follows:

• To provide a safe and supportive environment in which to discuss issues relating to Disability Equality
• To provide support and networking opportunity
• To share best practice around disability equality
• To contribute to disability policy development across the University.
• To contribute to staff development and awareness raising in relation to disability equality.
• To ensure the group has a credible presence for the Disabled staff community through the membership and participation of Disabled staff.

Mode of Operation

• The forum will meet 2 to 3 times each year and as at when required
• The forum will report to the University Disability Equality Working Group and the University-wide Equality and Diversity Committee
• The forum will provide a spokesperson to attend the University Disability Equality Working Group
• The forum will be self-determining and self-managing
• The Forum will be open to all Disabled staff of LJMU who are willing to make a commitment to the group and the role and responsibilities of membership.

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 reviewing the University Equality Objectives with regard to disability equality
• To contribute to LJMU Equality and Diversity Policies and Practices in relation to Disability Equality
• 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.

4. CONSTITUTION

The constitution of the Working Group is detailed below:

4.1. Reporting and Membership

<table>
<thead>
<tr>
<th>Reporting to:</th>
<th>LJMU Equality, Diversity and Inclusivity Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Committees:</td>
<td>• N/A</td>
</tr>
<tr>
<td>Working Panels/Groups:</td>
<td>• N/A</td>
</tr>
<tr>
<td>Receive minutes and selected papers from:</td>
<td>• N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title / Representative</th>
<th>Title and Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair/Co-chair</td>
<td>Andrew Beech</td>
</tr>
<tr>
<td></td>
<td>Sile MacRaghnaill</td>
</tr>
<tr>
<td>Secretary</td>
<td>Student Administration Services Assistant</td>
</tr>
<tr>
<td></td>
<td>LJMU Mental Health Adviser</td>
</tr>
<tr>
<td>Members</td>
<td>The Forum will be open to all cultural diversity staff of LJMU who are willing to make a commitment to the</td>
</tr>
<tr>
<td>group and the role and responsibilities of membership.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Representatives from other regional, cross sector Disability Networks.</td>
<td></td>
</tr>
<tr>
<td>Other members determined by the network</td>
<td></td>
</tr>
</tbody>
</table>

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.

### 4.2. Quorum

To ensure that the network is quorate, meetings will only proceed if the chair or vice chair and three (3) other members of the group are in attendance.

### 4.3. Frequency

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

**APPROVED BY EQUALITY & DIVERSITY COMMITTEE: [September 2018]**

**DATE OF NEXT REVIEW: [September 2019]**
1. STRATEGIC CONTEXT

The University Cultural Diversity Network supports the strategic aim of being a University that provides a fair, supportive and encouraging working and learning environment with which students and staff engage responsibly. The group will meet regularly as a staff support network and also assist the University with reviewing progress against the University’s Race and Religion/Beliefs Equality Objectives and to share best practice.

The University recognises that Race and Religion/Belief discrimination harassment and victimisation may be experienced in a number of ways, including day to day interaction with colleagues, peers, visitors and staff.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Work are aligned with the priorities contained within the LJMU Strategic Plan 2017 - 2022
- To ensure that Race and Religion/Belief equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- 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 Cultural Diversity Network has specific responsibility as follows:

- Provide a safe and confidential environment to meet other BAME Academic and Professional Services staff and share experiences, opinions, concerns and ideas
- Provide opportunities to inform and influence the University’s policies about BAME academic and support staff
• Provide creative and clear pathways to encourage promotion to higher grades
• Help create a culturally inclusive campus
• Signpost information about research and policy development
• Discuss, question, challenge and take action to promote race equality and diversity

Objectives

• To launch the BAME Academic Staff Network with an event in October, November 2018 or January 2019
• To ensure the voices of BAME Academic and Professional Services staff are actively engaged and respected
• Help inform, influence and challenge LJMU Race Equality Policy
• Utilise current statistics to identify gaps and under-representation within the staff make-up of LJMU
• Provide representation to University committees, recruitment and consultations activities as required
• Provide additional opportunity for Continuing Professional Development through the LJMU Leadership Programme, workshops, coaching and mentoring to aid career planning and promotion prospects
• Invest in social and cultural spaces for members to support and empower one another
• Improve awareness of the challenges faced by BAME employees at LJMU and take necessary steps to address them
• Promote a culture of inclusivity
• Provide information and resources via the Equality and Diversity website and signpost BAME Academic and Support staff to other sources of support and guidance within LJMU
• To work with the Equality and Diversity Team, student BAME groups and the LJMU Equality, Diversity and Inclusivity Committee to organise Black History Month programmes and other celebrations and awareness raising events
• Access the POD statistics on BAME staff on a yearly basis to inform and advice on future projects and see if progress is being made

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 BAME Academics and Professional Services staff of LJMU who are willing to make a commitment to the group and the role and responsibilities of membership.
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:

Reporting and Membership

<table>
<thead>
<tr>
<th>Reporting to:</th>
<th>LJMU Equality, Diversity and Inclusivity Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Committees:</td>
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<td>Title and Name</td>
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<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td><strong>Chair</strong></td>
<td></td>
</tr>
<tr>
<td>Professor Ahmed Shamma’a</td>
<td>Executive Dean, Faculty of Engineering and Technology</td>
</tr>
<tr>
<td><strong>Co-chairs</strong></td>
<td></td>
</tr>
<tr>
<td>Rafid Al Khaddar</td>
<td>Head of Civil Engineering</td>
</tr>
<tr>
<td>Shaqil Chaudary</td>
<td>Programme Leader, Pharmacy and Biomolecular Sciences</td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td></td>
</tr>
<tr>
<td>Denise Lee</td>
<td>Senior Lecturer, Civil Engineering</td>
</tr>
<tr>
<td>Amos Fatokun</td>
<td>Senior Lecturer, Pharmacy and Biomolecular Sciences</td>
</tr>
<tr>
<td><strong>Consultant</strong></td>
<td></td>
</tr>
<tr>
<td>Fyaz Ismail</td>
<td>Lecturer/Senior Lecturer Biomedical Sciences</td>
</tr>
<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td>The Forum will be open to all cultural diversity staff of LJMU who are willing to make a commitment to the group and the role and responsibilities of membership.</td>
<td></td>
</tr>
<tr>
<td>Representatives from other regional, cross sector Cultural diversity Networks. For example, representatives from Association of Black Academics</td>
<td></td>
</tr>
<tr>
<td>Other members determined by the network</td>
<td></td>
</tr>
</tbody>
</table>

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.
a. **Quorum**

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

b. **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:**  [Sept 2019]
1. STRATEGIC CONTEXT

The University LJMU Together supports the strategic aim of being a University that provides a fair, supportive and encouraging working and learning environment with which students and staff engage responsibly. 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 and staff.

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Work are aligned with the priorities contained within the LJMU Strategic Plan 2012-2017
- To ensure that LGBT equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network
- 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 and Transphobic Bullying and Harassment
- To promote LGB&T 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 LGB&T Networks on being a Stonewall Diversity Champion

4. CONSTITUTION

The constitution of the Working Group is detailed below:

c. Reporting and Membership

<table>
<thead>
<tr>
<th>Reporting to:</th>
<th>LJMU Gender and LGBT Equality Working Group</th>
</tr>
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<tbody>
<tr>
<td>Reporting Committees:</td>
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<th>Title and Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Phil Bakstad, Student Support Coordinator, Student Advice and Wellbeing Services</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Members</td>
<td>LGB&amp;T Staff, Students, Alumni and Straight Allies</td>
</tr>
</tbody>
</table>
Representatives from other regional, cross sector, LGB&T Networks
Representatives from Stonewall Diversity Champions
Other members determined by the network

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.

d. Quorum

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

e. Frequency

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

APPROVED BY EQUALITY, DIVERSITY AND INCLUSIVITY COMMITTEE:

[ ]

DATE OF NEXT REVIEW: [Sept 2019]
Women Professors Network
Terms of Reference 2018

The LJMU Strategic Plan 2017-2022 sets out the vision of becoming a pioneering modern civic university, and one of the core stated aims (page 15) is that “We will be a university where each person is respected equally and where diversity is embraced”. Therefore the WPN is fundamental to our University strategic mission, and acts as visible and proactive consultative group on issues of gender diversity and serve as a source of peer support for female academics.

Established in 2014, the Women Professors Network will promote and encourage women in Higher Education by supporting LJMU’s values (see LJMU Strategic Plan 2017-22; p7) of:

1. community (sharing expertise with common purpose)
2. leadership (challenging convention, breaking new ground, positive role models)
3. transformation (using the power of education to drive change across social, cultural and economic boundaries)

LJMU supports the WPN to address the need for female role models at higher academic levels, and ensures financial support (LJMU Athena Swan submission 2017). LJMU success is measured on its record of equality and diversity (Strategic Plan 2017-22; p. 45) and in order to facilitate this, the WPN aims to:

- provide regular opportunities to offer support, exchange information and share good practice;
- identify key issues related to gender equality, consulting academics about their needs and interests;
- act as a visible group of role models;
- engage with national initiatives, such as Athena SWAN, which work to make LJMU more attractive to the highest quality staff;
- host a programme of activities that provide support, encouragement and advice to female academics wishing to develop their careers within LJMU and elsewhere;
- play an active role in policy development, recruitment, retention and promotion through improving the representation of women on panels/committees.

Membership:
With the agreement of People and Organisational Development all women appointed at professorial level will automatically receive an invitation to join the group and addition to the email list (Women-Professors-Network).
**Structure and organisation:**
The Network will have a Rotating Chair (to run for two years) and Deputy Chair to succeed the Chair. The Chair will co-ordinate meetings and circulate information by email.

Quoracy of the meetings will be reached with attendance by the Chair and/or Deputy Chair with 25% of overall WPN numbers.

Other people within the university and external advisors will provide key expertise in relevant areas of development through invitation to attend a meeting.

**Meeting frequency:**
The Network will meet bi-monthly at minuted meetings.
The Network reports to the LJMU E&DC.

Additional Information for Website:

**2017**
Professor Caroline Wilkinson - Director, Liverpool School of Art & Design (Chair)
Professor Raphaela Kane - Interim Dean of Faculty of Education, Health & Community (Deputy Chair)

List of previous Chairs and Deputy Chairs.

Twitter address and social media links