

Terms of Reference – ALLOUT (The LGBT+ Staff Network Group)



- **The aims of the group are:**
 - To promote the interests of LGBT+ staff employed at The University of Manchester
 - To identify ways of challenging discrimination and stereotyping among colleagues, peers, students, stakeholders and customers
 - To work towards the elimination of unlawful discrimination, harassment, victimisation, biphobic, homophobic and transphobic bullying
 - To provide mutual support, encouragement, mentoring and coaching to LGBT+ staff
 - Where relevant and appropriate, to offer confidential advice, guidance and support to all staff regardless of LGBT+ status
 - Identify good practise internally and externally from appropriate sources
 - To raise awareness of LBGT+ issues at the University with a focus on improving visibility for underrepresented groups such as bi, pan, non-binary and intersectionalities (e.g. LGBT+ and BAME; LGBT+ and Disabled; LGBT+ and Faith)
 - To provide a forum to discuss issues related to LGBT+ staff at The University of Manchester
 - To contribute to policy development through the quarterly Equality, Diversity and Inclusion Forum
 - To identify and promote any learning and development opportunities to group members
 - To work with health and wellbeing services at the University to ensure LGBT+ staff are included in discussions and provision of services
 - To provide a group which welcomes all LGBT+ staff and gives everyone an opportunity to network, organise events and socialise – including those based off campus and without regular online access
 - To contribute in becoming one of the Top 100 employers for LGBT+ people in the UK as indexed by Stonewall and maintain the Top 100 status or an increase in points year on year
 - To work with local LGBT+ community groups and organisations.
- **Membership & Meetings**
 - Membership is aimed at staff who identify as Lesbian, Gay, Bisexual, Trans and non-binary at the University, however, the group and its interests are open to anyone who may have an interest in the field or require support for other reasons inside and outside of the workplace
 - Members can opt in to the confidential mailing list
 - Members can join the closed Facebook and various Yammer groups (non-binary, faith, parents)
 - The group will organise at least one awareness raising or social event per quarter
 - The group will meet formally four times per year and members can attend up to four meetings per year from their standard working hours. Additional time can be agreed on an individual basis with the appropriate line manager. Lunchtime meetings do not count to this total
 - Minimum of one event per major calendar event to be held online so remote workers can participate
- **Group Structure & Budget**
 - The group has a chair or co-chair – re-elected every 2 years
 - The group also has representation from categories included in the LGBT+ acronym – Lesbian, Gay, Bisexual, Trans and non-binary
 - The group will be facilitated by the Directorate of Equality, Diversity & Inclusion (EDI)
 - An annual budget is provided via the EDI Directorate. This is determined by an activity report that should be submitted in July detailing the group’s activities for the coming 12 months
 - Additional funds for specific events can be applied for from the EDI Directorate

