



NHSGGC LGBTQ+ Forum

Terms of Reference



1 Introduction

1.1 The NHSGGC LGBTQ+ Staff Forum is a group of staff members made up of both those that identify as lesbian, gay, bisexual, transgender, queer and all those that identify as a member of the LGBTQ+ community and our allies. The group aims to create a safe and welcoming space for staff members within our LGBTQ+ community through our social activities, programme of events, formal and informal meetings.

2 Aim

2.1 Our LGBTQ+ Forum aims to:

- Create visibility for LGBTQ+ people within our organisation;
- Provide a point of contact and sign posting;
- Actively be involved in policy development within NHSGGC;
- Be as accessible as possible with a mailing list, meetings, activities, events, and social media presence;
- Provide networking opportunities with other forums and groups.

3 Membership

3.1 Open to all employees, placement students, and volunteers within NHSGGC who identify as members of the LGBTQ+ community, as well as our allies. Members are supported to have time away from their duties to attend staff forum meetings and are encouraged to fully participate.

4 Governance Arrangements

4.1 The Forum will hold business meetings quarterly with an invitation extended to all members and agenda made available prior to the meeting. The Forum may establish sub-groups to co-ordinate specific activities with a separate meeting schedule reporting back into the main business meetings. Each sub-group will identify a key point of contact for this purpose.

4.2 The Forum will organise social events on an ad-hoc basis and will communicate these to the membership.

4.3 The Forum Chair position will be reviewed every 2 years with a maximum of three terms (6 years in total). The Vice Chair and Secretary role will be reviewed at the same time.

- 4.4 The Forum Chair will represent Forum member’s interests at NHSGGC’s Workforce Equality Group and will be expected to attend quarterly meetings to update the group on any relevant programmes of work.

5 Communication

- 5.1 The Forum will communicate with members who wish to be kept informed of activities via its dedicated closed Facebook page, X (formerly Twitter account and via a wider mailing list.

Facebook: www.facebook.com/groups/nhsggclgbtforum
 X (formerly Twitter) : @lgbtqStaffForum
 Email: lgbtstaff.forum@ggc.scot.nhs.uk

- 5.2 Use of social media is subject to NHSGGC’s Social Media Policies <https://www.nhsggc.scot/staff-recruitment/hrconnect/policies-and-staff-governance/policies/social-media-and-personal-workplace-relationships/>

- 5.3 Members wishing to join the Forum’s mailing list will be assured that personal details will not be disclosed and they can be part of the Forum anonymously. Emails sent will always be blind copied. The mailing list is held by the Forum Secretary.

6 Budget

- 6.1 For 2024, the Forum have £5,000 awarded to them from the Greater Glasgow and Clyde Healthcare Charity for activities such as Pride, education and training. Certain activities may be funded via the Equality and Human Rights Team budget (subject to approval) and any submissions to appropriate Endowment funding streams.

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