



NHSGGC LGBTQ+ Forum

Terms of Reference



1 Introduction

- 1.1 The NHS GG&C LGBTQ+ Staff Forum is a group of staff members made up of both those that identify as lesbian, gay, bisexual, transgender, queer inclusive (LGBTQ+) 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 NHS GG&C;
- 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 NHS GG&C who identify as members of the LGBTQ+ community, as well as our non-LGBTQ+ allies. As an employee forum we trust that the ownership and identity of this forum sits firmly with Forum members. The Forum promotes open and respectful discourse and engagement and is free from political affiliations or other alignments that may impede this. Our members are first and foremost LGBTQ+ people and allies working for NHSGGC. 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 minutes and agenda made available no later than two days 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 will represent Forum member's interests at NHSGGC's Workforce Equality Group and will be expected to attend bi-monthly 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, Twitter account and via a wider mailing list.

Facebook: www.facebook.com/groups/nhsggclgbtforum

Twitter : @lgbtqStaffForum

- 5.2 Use of social media is subject to NHSGGC's Social Media Policy <https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/corporate-use-of-social-media-policy/>

- 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.

6 Budget

- 6.1 At present, there is no identified formal budget for the Forum. Certain activities may be funded via the Equality and Human Rights Team budget (subject to approval) and any submissions to appropriate Endowment funding streams.

7 Period of Review

- 7.1 The terms of reference are required to be reviewed every two years. This can be more frequent if required by the forum.

Review Date: 19 May 2021