CONSTITUTION for LGBT+ Staff Equality Forum

Terms of Reference:
To be responsible to University Equality and Diversity Committee for the following:

a) Establishing the University’s position in relation to sexual orientation and gender identity.
b) Establishing and supporting the University’s position in its commitment to become a Stonewall Champion.
c) Discussing, identifying and taking action on areas of concern and issues concerning sexual orientation and gender identity.
d) Monitoring equalities initiatives and identify trends or gaps specifically in relation to sexual orientation and gender identity.
e) Championing and advancing equality of opportunity in the area of sexual orientation and gender identity.
f) Setting up sub-committees or working groups from time to time as may be appropriate.
g) Reviewing equal opportunities policies, and their operation and proposing appropriate changes.
h) Acting as a consultative group on issues relating to equalities and more specifically sexual orientation and gender identity.
i) Assisting the Equalities Team in celebrating and promoting good practice and positive initiatives in the area of equalities, sexual orientation and gender identity.
j) Considering issues of dual discrimination on the same basis as sexual orientation and gender identity and intersections between discriminations.
k) To provide support and advertise routes available for employees to report bullying and harassment on the grounds of sexual orientation and gender.

Membership:

a) Membership of the group is open to any employee who is interested in advancing lgbt equalities issues or who identify as lesbian, gay, bisexual or trans (including those who are not ‘out’).
b) Meetings will be attended by a member of the Equalities Team who will play an advisory role.
c) Upon approval by the group – a representative from the student lgbtq society will attend meetings.

Facilitation

a) Meeting will be held quarterly. Dates for future meetings will be arranged and circulated for the year in hand by the Equalities Team.
b) Meeting will be facilitated by a nominated chair/s.
c) The agenda, action plan and minutes will be generated and maintained by the Equalities Team.
d) Minutes will be reported to the Equality and Diversity Committee.
e) To ensure confidentiality, membership of the group will not be accessible outside the Equalities Team.

Reports to: University Equality and Diversity Committee
Secretariat Equalities Team

Updated August 2016