

National Ambulance
LGBT Network



Supporting Lesbian, Gay,
Bisexual, Trans staff, patients
and communities

A partnership of UK Ambulance
Services

Establishing Your Staff Network

Hints and tips to establishing
and maintaining a well led
and engaged staff network

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Introduction



Do you need a network?

- What is the purpose of a staff network?
- What do you need a staff network?
- What does the network do?
- What will it cost?

The next few slides will hopefully show you the benefits that can come with a successful staff network...



Where to start



Ten Key Developments



- 1 Getting a core group together
- 2 Constructing a robust Terms of Reference
- 3 Giving your Network an identity
- 4 Finding your supporters
- 5 Establishing a budget
- 6 Developing a Communication Plan
- 7 Supporting staff attendance
- 8 Finding your objectives / making plans
- 9 Linking with key events
- 10 Supporting the workforce



Activity



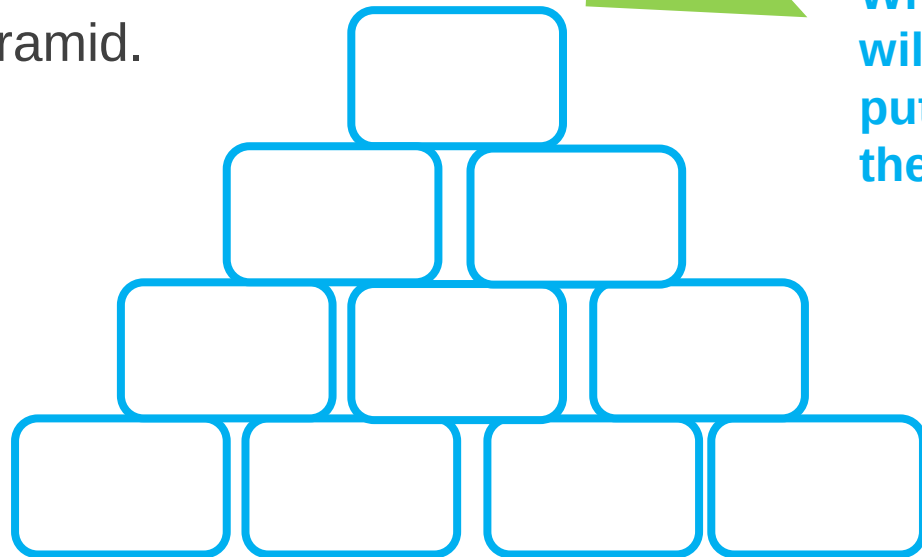
This activity gives you chance in small groups to plan which order the ten key points should be arranged to be dealt with.

Decide which four are the foundations then build the pyramid.

The measure of success!

Which will you put at the top?

Foundation Development



Where to start



Foundation
Development

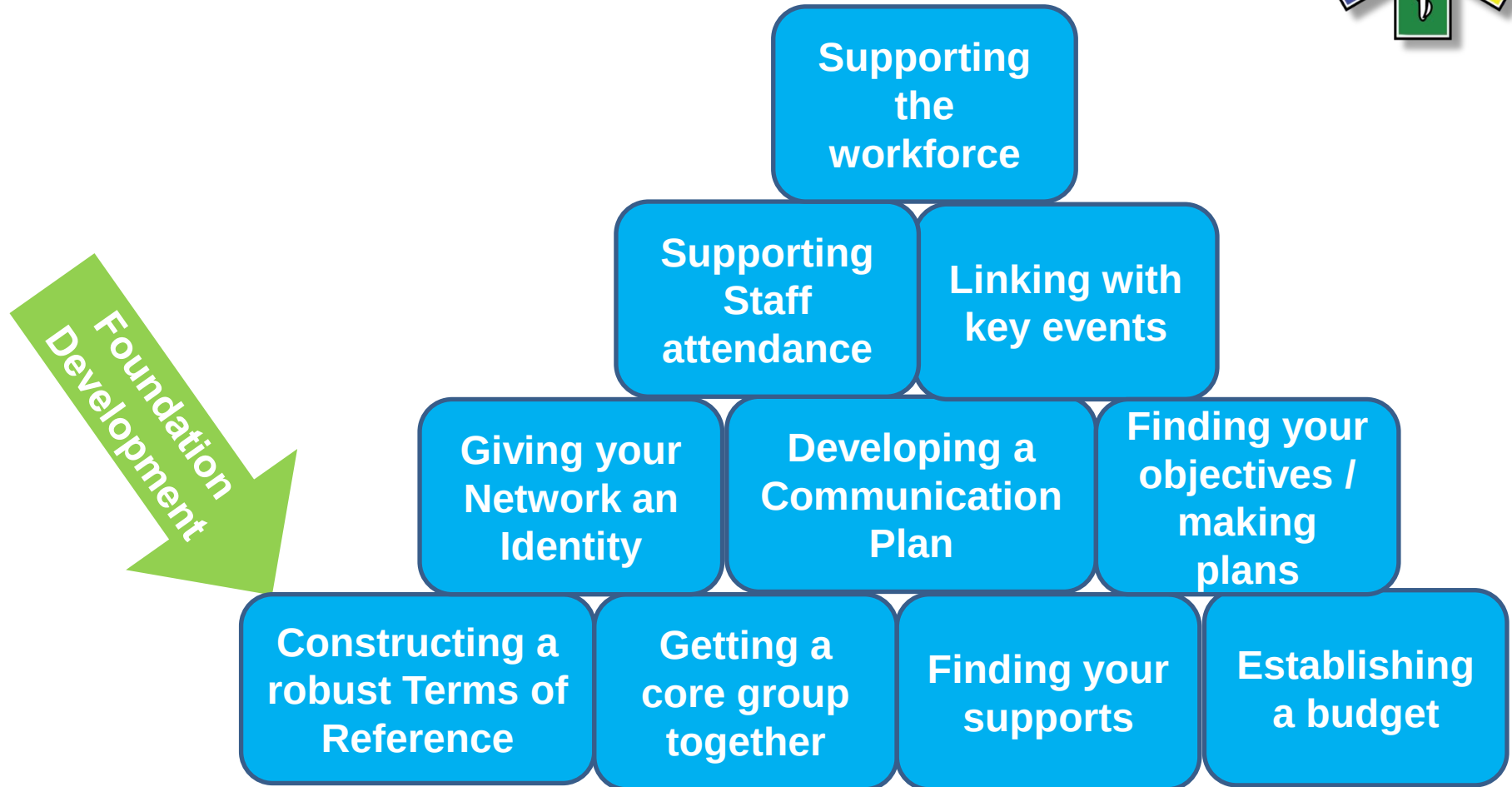
Constructing a
robust Terms of
Reference

Getting a
core group
together

Finding your
supports

Establishing
a budget

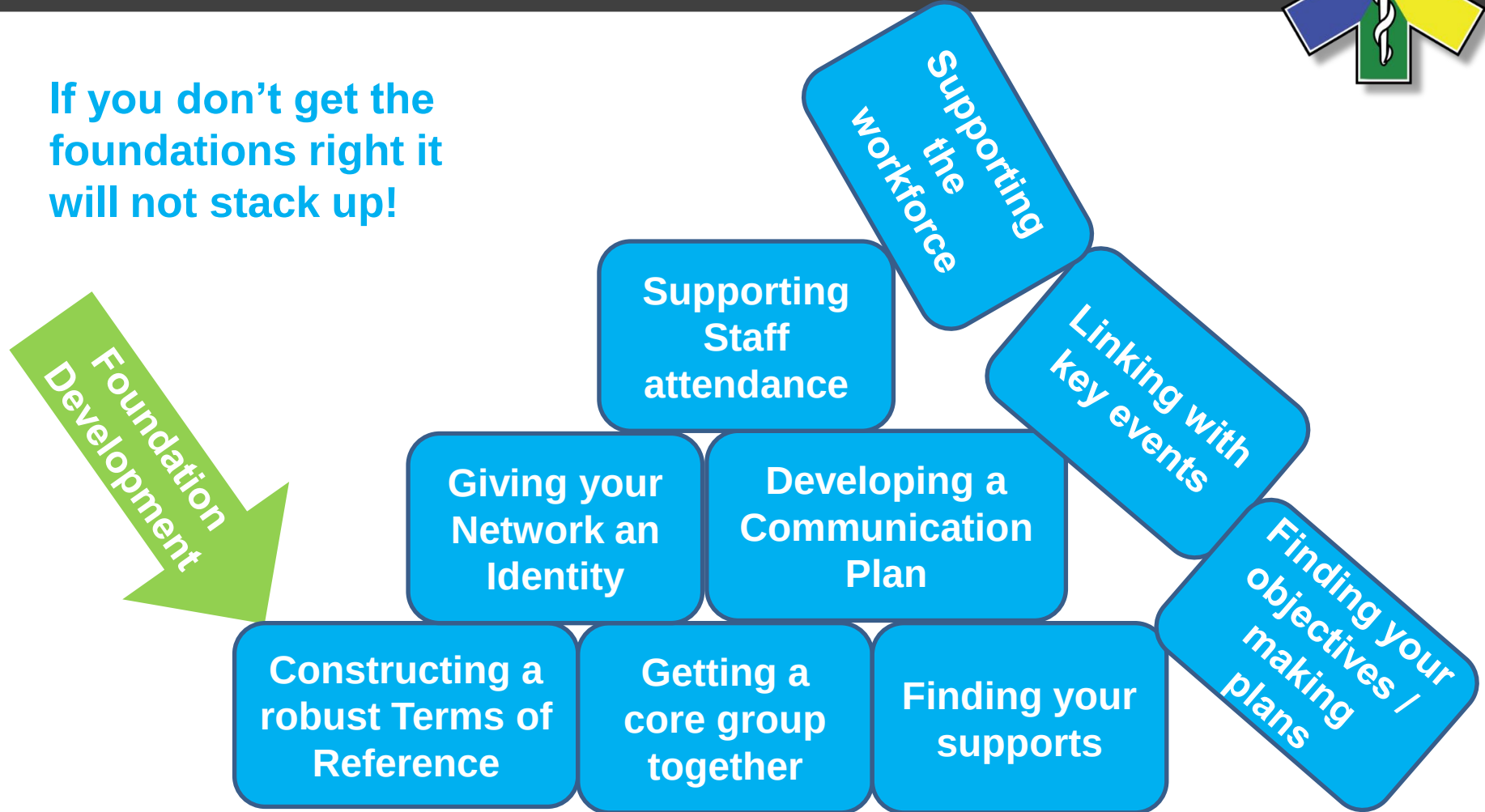
Is this like yours?



Problems with not getting it right...



If you don't get the foundations right it will not stack up!



Where to Start



Constructing a
robust Terms of
Reference

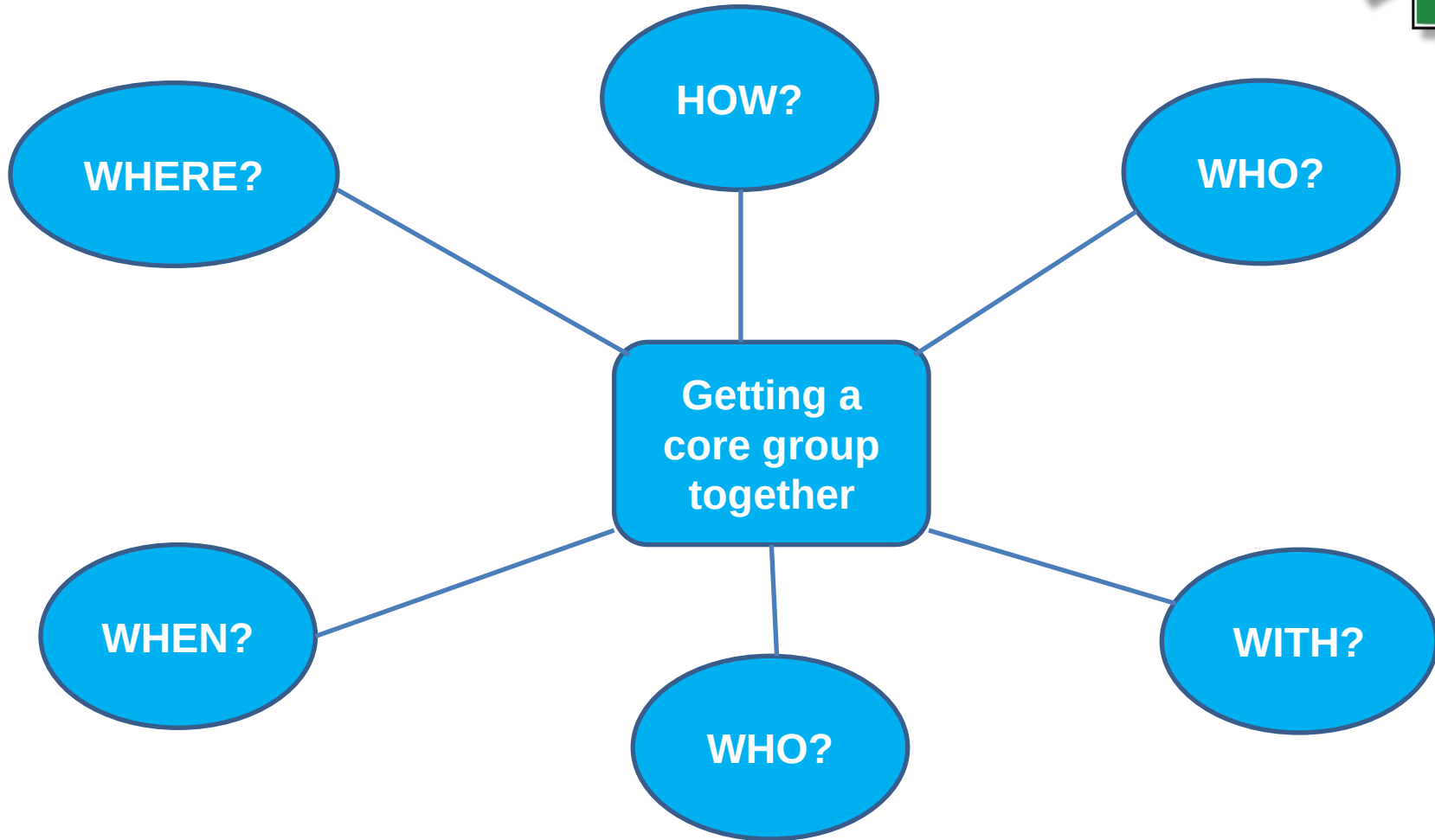
Finding your
supports

Getting a
core group
together

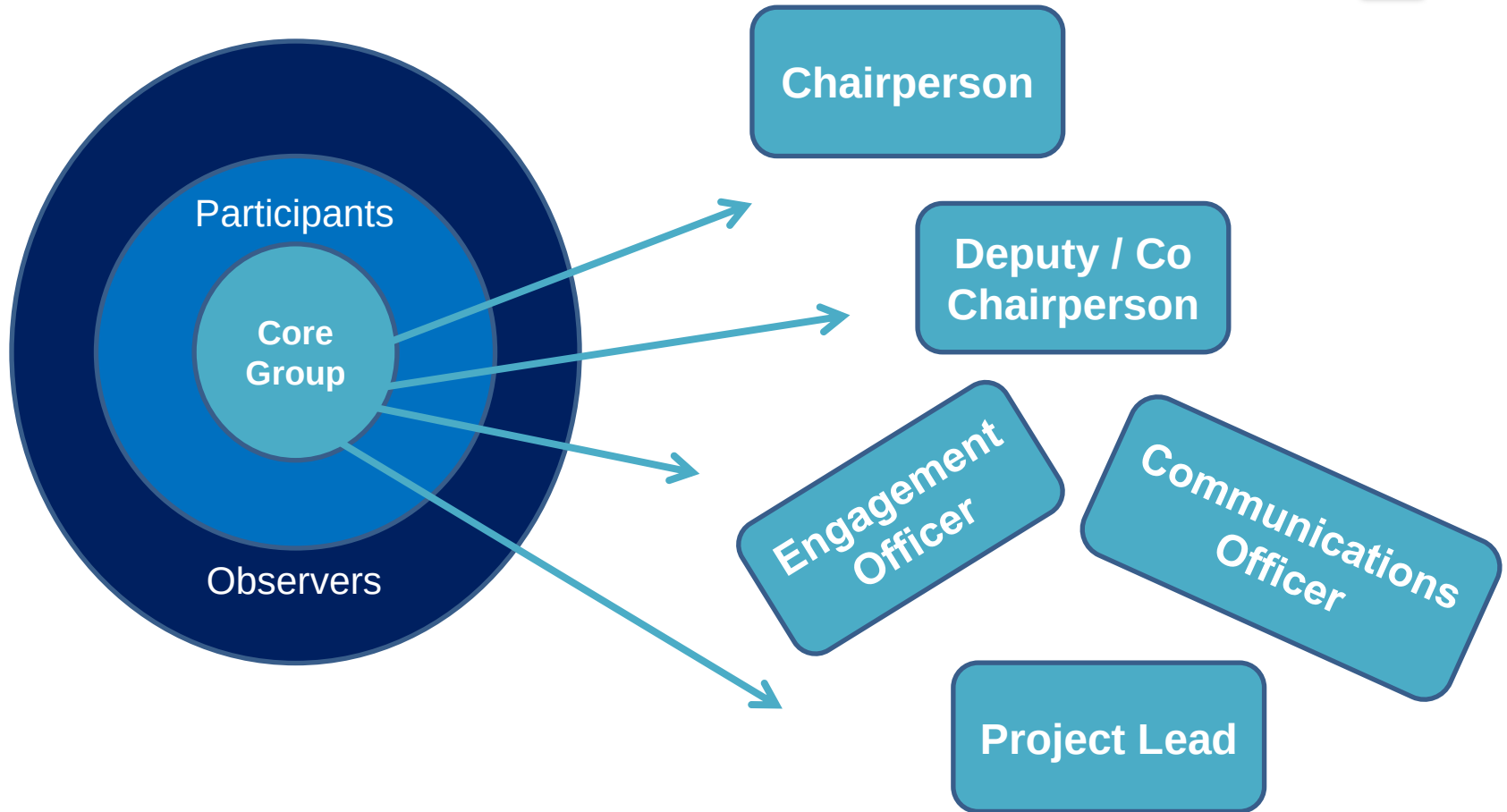
Establishing
a budget



Core Group



Core Group



Terms of Reference



Constructing a robust Terms of Reference

This will need to go through your own Trusts internal process.

Examples of best practice can be found on the National Ambulance LGBT website:
www.ambulanceLGBT.org

PROUD@NEAS

Terms of Reference

Introduction
The PROUD@NEAS network exists to support individual staff and patients and also help the North East Ambulance Service consider how it can become more inclusive of LGBT staff in relation to employment opportunities and the services it provides. The work of the network aligns to the Trusts vision and values with regard to respect, compassion, being accountable, pride and making a difference.

The network welcomes employees from multiple identities across all protected characteristics.

Membership – Membership of the network is open to LGBT staff and allies. It is hoped network members will become actively involved in supporting the group and/or the North East Ambulance Service to improve our response to LGBT equality.

Supporters and advocates of the group are welcome to attend and contribute.

Group members are happy to provide confidential support and information to other LGBT staff in relation to issues through the chair.

Administration – until the group wishes to support itself, some administrative support will be provided by staff from the Engagement Team on request. These staff will at all times abide by the Confidentiality Policy. The groups will aim to post details of the agenda on the Facebook page 2 weeks prior to the meetings and to include details on the intranet page.

Meeting Venues – The North East Ambulance Service will provide venues for meetings on its premises free of charge.

Frequency of Meetings – Meetings will take place quarterly. Additional meetings may take place to deliver specific pieces of work and in times of high service demand and increased REAP levels meetings may be cancelled to deliver service priorities.

Quorum – The number of attendees for the meeting to be quorate will be five (5)

PROUD@NEAS, Terms of Reference – October 2017

Code of Conduct

This information below explains how we are expected to behave whilst being a member of the PROUD@NEAS network.

In order to get the most out of our meetings we should:

- Conduct yourself in a way that does not cause offence to others
- Avoid using abusive language or making derogatory remarks or actions
- Treat every abusive language or making derogatory remarks or actions as a personal attack
- Be aware of your own behaviour and the behaviour of others
- Do not use mobile phones during meetings
- Do not use social media during meetings
- Do not use the group's name or logo in any way
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Confidentiality Policy

Please enter the member name as follows:

Name (print) _____

Supporters and allies to the network will be asked to sign the Confidentiality Policy and will be asked to sign the Confidentiality Policy and will be asked to sign the Confidentiality Policy.

1. I agree to not share to my name being disclosed to other members of the group

2. I do not wish to attend meetings when I am available

3. I do not wish to attend meetings when I am available

4. I agree to the Terms of Reference and Code of Conduct

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Budgets

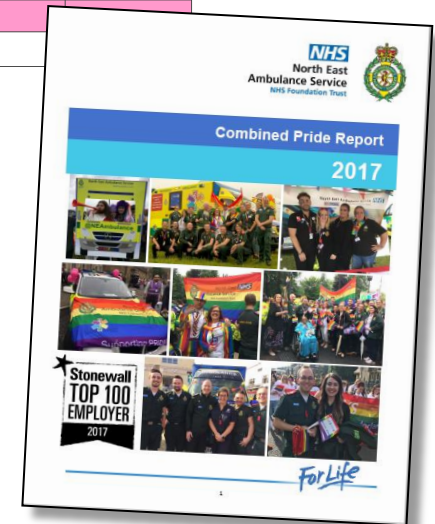


Establishing a budget

Through the work done by the National Network, there is a strong correlation between a network having a budget and the network being successful.

But when requesting a budget you will need to have a clear business case for how it will be used.

Item	Budget	Actual	Income
Subscriptions (eg: Stonewall)	£	£	
Printed material (eg: leaflets)	£	£	
Consumables 1 (eg: freebies for Prides)	£	£	
Consumables 2 (eg: pin badges for staff)	£	£	
Events (eg: fees for Pride event)	£	£	
Travel costs (eg: to conferences)	£	£	
Other	£	£	
Total expenditure	£	£	
Trust contributions			£
Sponsorship			£
Other income			£
Total income			
Expected surplus / reserves			



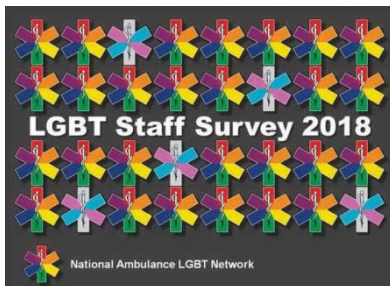
Using Your Budget



Project work



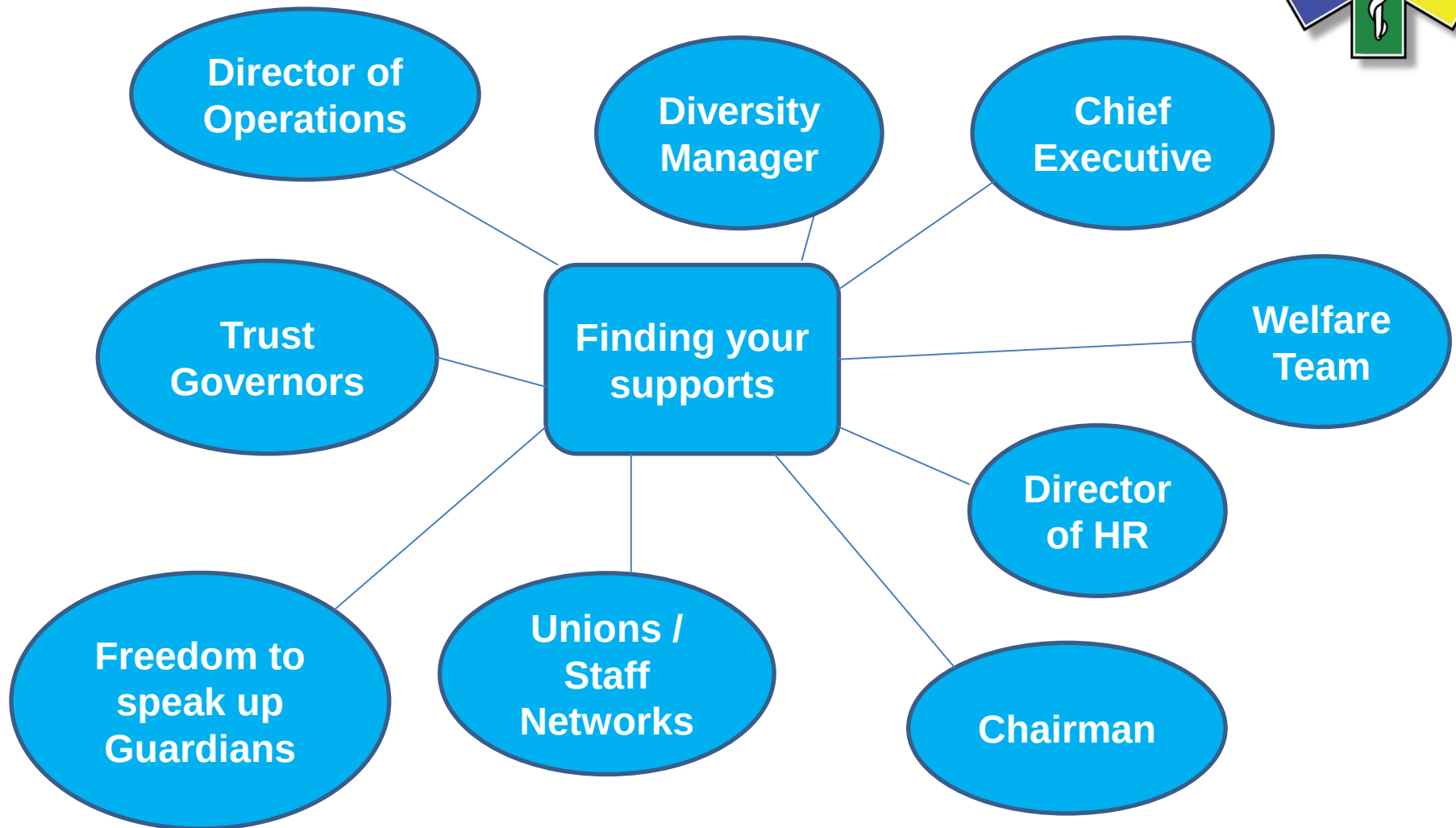
Promotion & Engagement



Travel / Conferences/ Admin



Getting Support



Activity



In small groups I want you to come up with an idea for your 'Brand' to establish your network.

I want you to think of a name for your network and identification that you feel would be suitable

How are you going to market this new network getting the name and brand known?



Branding



Staff Equality Network



*For colleagues who have an interest in
Lesbian, Gay, BI or Trans Issues*

LGBT STAFF NETWORK
LAUNCH EVENT

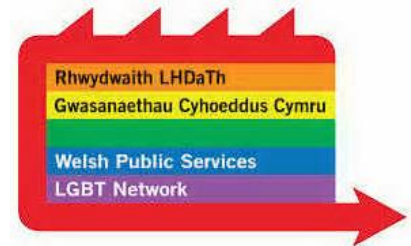


LGBT+

LGBT+ Staff Network



TRINITY
LGBT
STAFF
NETWORK



Supporting our Staff & the LGBT+ Communities of Staffordshire

CARDIFF
LGBT+
METROPOLITAN



Further Resources and Support

