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

Ben Barber
24 August 2018

Presenter

Ben Barber

Clinical Care Manager
North East Ambulance Service

Let's Get Better Together Programme Lead
National Ambulance LGBT Network
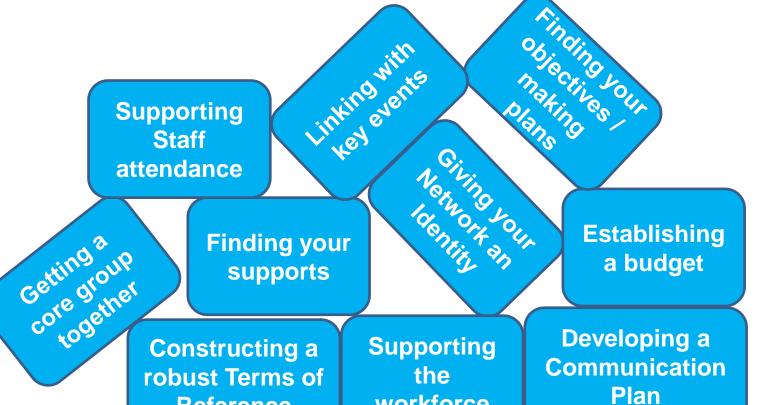
Introduction

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

Supporting Staff attendance

Linking with key events

Finding your objectives / making plans

Giving your Network an Identity

Getting a core group together

Finding your supports

Establishing a budget

Constructing a robust Terms of Reference

Supporting the workforce

Developing a Communication Plan

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?

Foundation Development

Supporting the workforce

Supporting Staff attendance

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Problems with not getting it right…

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

Foundation Development

Supporting the workforce

Supporting Staff attendance

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Where to Start

Constructing a robust Terms of Reference

Finding your supports

Getting a core group together

Establishing a budget

Core Group

Core Group

Core Group diagram: concentric circles labeled (from outer to inner) **Observers**, **Participants**, **Core Group**, with arrows pointing to the following roles:

- **Chairperson**
- **Deputy / Co Chairperson**
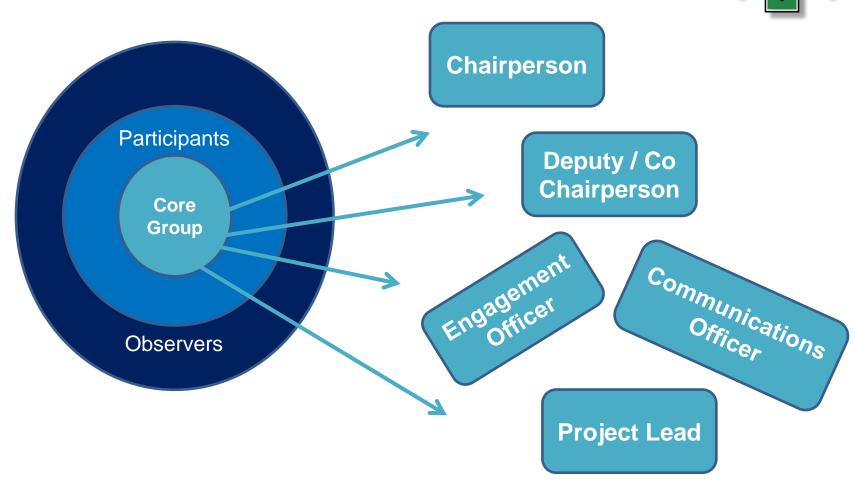- **Engagement Officer**
- **Communications Officer**
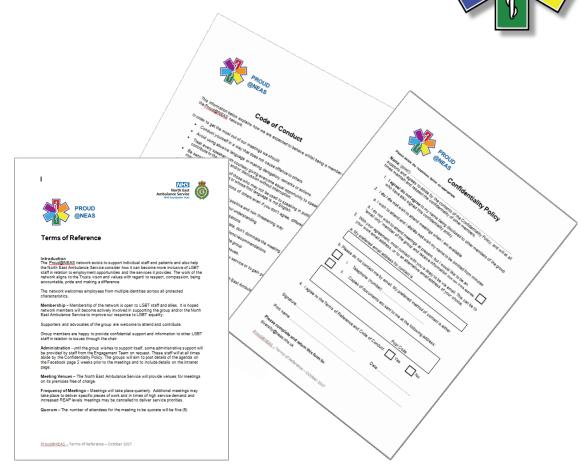- **Project Lead**

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 we found on the National Ambulance LGBT website: www.ambulanceLGBT.org

Budgets

Establishing a budget

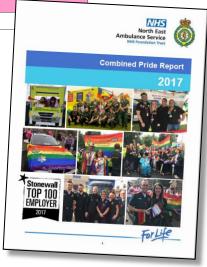| Item	Budget	Actual	Income
Subscriptions (eg: Stonewall)	£	£	
Printed material (eg: leaflets)	£	£	
Consumables 1 (eg: freebies for Prides)	£	£	
Consumables 2 (eg: pin badges for staff)	£	£	
Events (eg: fees for Pride event)	£	£	
Travel costs (eg: to conferences)	£	£	
Other	£	£	
Total expenditure	**£**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

Through the work done by the National Network, there is a strong coloration 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.

Using Your Budget

Project work

Promotion & Engagement

Travel / Conferences/ Admin

Getting Support

Director of Operations

Diversity Manager

Chief Executive

Trust Governors

Finding your supports

Welfare Team

Freedom to speak up Guardians

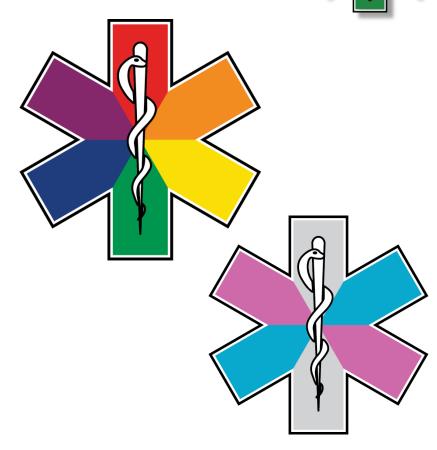Unions / Staff Networks

Director of HR

Chairman

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

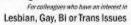How are you going to market this new network getting the name and brand known?
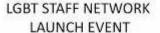
Branding

Further Resources and Support

National Ambulance LGBT Network
Supporting Patients with Dementia
Examples of good practice in Ambulance Services
Supporting Lesbian, Gay, Bisexual, Trans* staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn
Chairperson
24 July 2017

Let's
Get
Better
Together
National Ambulance LGBT Network
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn, Chair
5 February 2018

National Ambulance LGBT Network
Supplier Information Guide
Contact information and approximate costings for Pride uniform accessories
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn and Ben Barber
Version 3, 24 May 2018

National Ambulance LGBT Network
Celebrating LGBT History Month: Ten Things to Know
A resource to help recognise LGBT History Month in an interactive way
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn
7 February 2018

National Ambulance LGBT Network
Preparing for Pride Events
A guide and checklist to help prepare for local Pride events
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Ben Barber
Communication Lead
15 January 2018

National Ambulance LGBT Network
'Let's Get Better Together' Programme Progress Tracker
Updating on the progress of LGBT Network development
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn
Chairperson
20 February 2018

National Ambulance LGBT Network
Establishing Your Staff Network
Ten developments to help set up and maintain your LGBT Staff Network
Supporting Lesbian, Gay, Bisexual, Trans staff, patients and communities
A partnership of UK Ambulance Services
Alistair Gunn, Chair
27 November 2017
Version 3: Revised January 2018