

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



# Introduction



## Self Evaluation Template

The aim of this document is to help individual LGBT Network's track their progress with the 'Let's Get Better Together' programme.

The ten developments are those outlined in the 'Establishing Your Staff Network' pack and this document should be read together with this additional information.

## Timescales

The dates given on the tracker are aligned to the National Ambulance LGBT Network committee meetings and this aims to assist with reporting to the Programme Lead. The aim is to provide a progress report on all staff networks every quarter.

## Completing the Tracker

The tables on Slides 4 to 7 provide a description of the different rating. Use the matrix 'tracker' to record your progress.

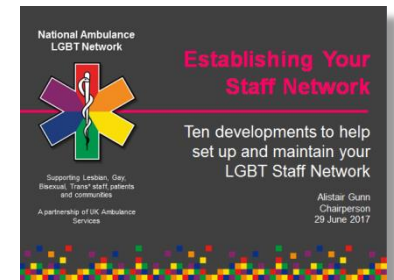
The general key to the ratings is:

- ❖ Green – complete
- ❖ Amber – in progress
- ❖ Red – unable to do / 'blocked'
- ❖ Grey – not started

## Other Documents

The 'Establishing Your Staff Network' pack available separately. You can find this at:

[www.ambulanceLGBT.org/resources](http://www.ambulanceLGBT.org/resources)



# Development Tracker



	Ten Key Developments										SC
Date	1	2	3	4	5	6	7	8	9	10	%
Baseline											
April 2018											
July 2018											
October 2018											
January 2019											
April 2019											
July 2019											
October 2019											
January 2020											
April 2020											
July 2020											
October 2020											

## Key to Developments:

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



# Development Definitions [1]



Development	Green rating	Amber rating	Red rating
<b>[1] Getting a core group together</b> The aim of this development is to get a committed group of individuals together to get the network running.	You will have also appointed people to essential roles. There are not fixed rules on this, but you should at least to have a Chairperson, Deputy Chairperson and a Communication Officer.	Your network is in the process of electing people to key roles.	There are not enough people engaged with the network to appoint roles.
<b>[2] Constructing a Terms of Reference</b> A Terms of Reference is an essential document which describes the purpose of your group and how it should operate.	The Terms of Reference document is in place and it is less than 12 months since the last review.	Your network has a Terms of Reference document but it is due for review, or hasn't been reviewed for over 12 months.	The network does not have a Terms of Reference document.
<b>[3] Giving Your network an identity</b> Your network should have a name and a logo.	The network has a name and logo in place.	The network is working on establishing a name and logo.	There is no name or logo in place or in development.



# Development Definitions [2]



Development	Green rating	Amber rating	Red rating
<b>[4] Finding your supporters</b> An established network will have executive level support within the organisation.	Network has an executive level sponsor and the Chair has a regular meeting diarised (every 3 to 6 months).	The network is working to establish executive level support.	It has not been possible to find an executive level sponsor for the network.
<b>[5] Establishing a budget</b> An established network should have a defined budget.	The network should have a commitment to a recurrent annual budget with autonomous decision making powers.  It should also be defined what is included in this and not.	The network has a budget for immediate work / projects but there is no plans to make this recurrent.  Alternatively, an escalation procedure is in place to generate monies needed for specific activities.	It has not been possible to get a dedicated budget for the staff network.
<b>[6] Developing a Communications Plan</b> An established network has a communication plan and links to achieve it.	Network has a communication plan in place for the next 6 months and is working in co-operation with internal communication departments.	Communication plan in place but no links with internal communication departments established.	There is no communication plan in place.



# Development Definitions [3]



Development	Green rating	Amber rating	Red rating
<b>[7] Supporting staff attendance</b> <p>The aim of this is to ensure there is an equitable process in place for staff wanting to attend meetings.</p>	Procedures in place to manage staff attendance and this is approved by Trust Board or Executive sponsor.	Procedures drafted for the management of staff attendance but no review has taken place.	There is no procedure in place to manage staff attendance.
<b>[8] Finding your objectives / making plans</b> <p>A well established network has agreed plans and objectives for the next six months.</p>	A plan is in place for the next six months and this has been approved and supported by Trust Board or executive sponsor.	A plan is in the process of being drafted. This has not been reviewed or approved by Trust Board or executive sponsor.	There is no plan in place for the forthcoming months.
<b>[9] Linking with key events</b> <p>Established network should have a plan for engagement activities that includes local events.</p>	<p>A list of key activities which the network will support has been constructed, including local Pride and LGBT events.</p> <p>This will be supported by the Trust with resources and finances.</p>	<p>A list of key activities which the network will support has been constructed, including local Pride and LGBT events.</p> <p>No resources or finance has been established.</p>	There is no list of activities established for the network to support.



# Development Definitions [4]



Development	Green rating	Amber rating	Red rating
<b>[10] Supporting the workforce</b>  Perhaps the most difficult of the ten developments, each established network should have identified support mechanisms for staff. These should also be accessible to all the workforce through a variety of mechanisms (local contacts, website etc).	<p>There is a documented procedure in place which outlined how support is provided by the network and by the Trust in general. This will include all contact information.</p> <p>Access to support is available through contact with the network and can also be achieved through other mechanisms, such as information on internet / intranet.</p>	<p>There is a documented procedure in place which outlined how support is provided by the network and by the Trust in general. This will include all contact information.</p> <p>Mechanisms for getting support are not embedded and usually achieved by contacting the network directly.</p>	<p>There is no documented procedure for providing support to staff.</p>

Compliance score	Each green rating scores 10%	Each amber rating scores 5%	Each red rating scores 1%
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The 'baseline score' is assessed before any development has taken place. Regular scoring then shows the achievements gained as the programme progresses. Record your compliance scores (SC) on the tracker page.

