

Terms of Reference – ALLOUT (The LGBT Staff Network Group)

- The aims of the group are:
 - To promote the interests of LGBT staff employed at The University of Manchester
 - To identify ways of challenging discrimination and stereotyping among colleagues, peers, students, stakeholders and customers
 - To work towards the elimination of unlawful discrimination, harassment, victimisation, homophobic and transphobic bullying
 - To provide mutual support, encouragement, mentoring and coaching to LGBT staff
 - Where relevant and appropriate, to offer confidential advice, guidance and support to all staff regardless of LGBT status
 - Identify good practise internally and externally from appropriate sources
 - To raise awareness of LBGT issues at the University
 - To provide a forum to discuss issues related to LGBT staff at The University of Manchester
 - To contribute to policy development through the bi-annual Equality & Diversity Forum
 - To provide an LGBT Staff Network Group which gives all staff an opportunity to network, organise events and socialise
 - To become one of the Top 100 employers for gay people in the UK as indexed by Stonewall
 - Once achieved, to maintain the Top 100 status or an increase in points year on year.
- Membership & Meetings
 - Membership is aimed at staff who identify as Lesbian, Gay, Bisexual or Trans at the University, however, the group and its interests are open to anyone who may have an interest in the field or require support for other reasons inside and outside of the workplace.
 - Members can opt in to the confidential mailing list
 - Members can join the closed Facebook Group
 - The group will meet formally four times per year
 - The group will organise at least one event per quarter
 - Members can attend up to three meetings per year from their standard working hours. Additional time can be agreed on an individual basis with the appropriate line manager. Lunchtime meetings do not count to this total.
- Group Structure & Budget
 - The group has no formal structure with all members on an equal standing
 - However, we formally seek representation from all represented 'categories' – Lesbian, Gay, Bisexual, Trans and non-binary via appeals and messages to the membership
 - The group will be facilitated by the Equality & Diversity Unit
 - An annual budget is provided via the Equality and Diversity Unit. This is determined by an activity report that should be submitted in September detailing the group's activities for the coming 12 months
 - Additional funds for specific events can be applied for from the Equality & Diversity Department.

