LGBTQ+ INCLUSION PROJECT TEAM

TERMS OF REFERENCE

PURPOSE & REMIT

The purpose of the LGBTQ+ Inclusion Project team is to lead St Mary's strategic activities focused on improving inclusion and sense of belonging for our LGBTQ+ staff and students. The team will hold responsibility for delivering the project's aims, including:

- Create an institution-wide approach to improving LGBTQ+ Inclusion for St Mary's staff and students, ensuring values of Inclusion and Respect are lived out for all LGBTQ+ community members
- Create a formal mechanism for identifying barriers to LGBTQ+ Inclusion for St Mary's staff and students; as well as prioritising and implementing actions to remove or mitigate those barriers
- Centrally record and track actions to improve LGBTQ+ Inclusion for St Mary's staff and students
- Bolster culture of LGBTQ+ Inclusion across St Mary's community, demonstrating institutional and leadership commitment, and supporting the LGBTQ+ Staff Network & LGBT Society's actions to raise awareness of lived experience

The team will also act as 'champions' for LGBTQ+ Inclusion initiatives, events, and actions throughout the university, raising awareness, attending events, and inspiring engagement and encouraging active participation by colleagues and students.

REPORTING

The LGBTQ+ Inclusion Project team will report into the Equality, Diversity, and Inclusion (EDI) Board, which in turn reports to the University Executive Committee (UEC).

GUIDING PRINCIPLES FOR TEAM BEHAVIOUR

1. Members will create a safe space so that everyone may express themselves in their language, authentically, honestly, and without apology.
2. Members will acknowledge that LGBTQ+ equality and inclusion can be uncomfortable subjects, and that all members will work to facilitate open communication and respect.
3. Members will recognise learning moments, both in themselves and in their fellow members. Members will also recognise that they might say things that might be deemed hurtful by others, and welcome the opportunity to acknowledge their own learning and apologise for any negative impact of their contributions. Members will work to develop self-awareness and personal growth and support each other in that development.

4. Members will work to build trust with one another over time, working in opportunities for anonymous commenting where necessary.
5. Members will not be dismissive of others' views or feelings, or make assumptions - instead working to recognise their positionality. Members will respect the views of others, even those they do not agree with.
6. Members will welcome and validate each other's experiences. Members will not share out any other member's personal experience disclosed within the team. Members are encourage to share out wider learning, but maintain confidentiality of any personal experiences shared.
7. Members will work to keep external hierarchies out of the time spent as a project team in order to ensure all voices are heard and valued.

DATA PROTECTION AND CONFIDENTIALITY

Members of the LGBTQ+ Inclusion Project team will often be tasked with collecting, analysing, and writing about sensitive personal data relating to protected characteristics, salary grade, personal leave, and promotion. Members are expected to retain the strictest confidentiality when engaging with such data, and to anonymise any data that is shared beyond the confines of the group.

Members are also expected to adhere to St Mary's IT Policy and Data Protection Policy when handling all LGBTQ+ Inclusion Project-related data.

USE OF ONLINE COLLABORATION TOOLS

Members of the LGBTQ+ Inclusion Project team will have access to a shared group on Microsoft Teams, which members may use to collaborate and communicate between regularly scheduled meetings. The Teams collaboration tool may be used for the following purposes:

a. To share high level planning documents, such as: meeting agendas and minutes, project planners, terms of reference, etc.
b. To communicate as a large group, or in smaller workstream groups, so as to help drive collaboration and progress on project-related work.
c. To foster community and team-building.

Members of the LGBTQ+ Inclusion Project team will share/store any necessary sensitive (personal) data via MS Teams/

MEMBERSHIP

The membership of the LGBTQ+ Inclusion Project Team is derived primarily by role, with roles selected in accordance with those who hold responsibility for key areas that impact staff and student LGBTQ+ inclusion. Membership will be reviewed on an ongoing basis to ensure the group reflects a diverse cross-section of individuals and experiences, while remaining strategic in nature. The Co-Chairs will also work closely with the chairs of the LGBTQ+ Staff Network and LGBT Student Society on an ongoing basis to ensure lived experience is at the forefront of this project.

In addition to members from St Mary's staff and student populations, the LGBTQ+ Inclusion Project will include members external to the University who will serve as 'critical friends' throughout the project. These external individuals will hold the university accountable for progressing on actions identified by the project team at pace.

Co-Chairs

The LGBTQ+ Inclusion Project team will have two Co-Chairs, one member representing staff, and another representing students.

Members AY 23/24

Staff-Related Members:

• Staff LGBTQ+ Project Chair	Rob Johnson
• Staff LGBTQ+ Network Chair(s)	Rob Johnson
• Head of EDI (and EDI Coordinator)	TBC and Sam Cross
• Lead HR Business Partner (HR)	Claire Hierlehy-Brown
• Head of External Relations (or nominee)	Sam Yarnold
• Professional Services Staff representative	Haley Anson-Placido
• Academic Staff representative	Megan Hersey
• Charter Representatives	
o Race Equality Charter	Melina Healy
o Athena Swan	Jane Chambers
o Disability Confident	

Student-Related Members:

• Student LGBTQ+ Project Chair	Caitlin Finn
• LGBT Pride Student Society President	
• Head of Student Services (or nominee)	Nicola Mills
• Head of Registry (or nominee)	
• Student Life President (SU)	Caitlin Finn
• Campaigns and Insights Coordinator (SU)	Hayden Tyler
• Student Engagement Manager (WP)	Elizabeth Parker
• Inclusion VP	Beth Kelly

*Membership will also include our (5) LGBT Foundation Champions, if not already represented in the list above

- Jo Blunden
- Lorna Piper
- Jordan Baker
- Helen Duncan
- Gopi Pajwani

SCHEDULE OF MEETINGS -The group will meet on a regular basis (every 6-8 weeks) for one hour.