



Staff Network Agreement

This document outlines the importance of the University's staff networks, their roles and responsibilities and the support the networks will receive from the central Equity, Diversity and Inclusion (EDI) Team. All staff networks are expected to adhere to this agreement in order to be recognised as an official University staff network and to receive the funding/support detailed below.

Our university remains committed to building an inclusive environment where opportunities are open to all and where diversity is encouraged and valued. Our staff networks play a vital role in achieving this aim by providing a safe space for staff from underrepresented groups and those facing inequities in the workplace to connect with others with shared experiences, and by ensuring that the views and experiences of network members are heard and represented at a strategic level.

Staff networks are employee-led and open to all staff on a voluntary basis. Each Network is expected to operate within the terms set out within this document so that there is consistency in the operation of all staff networks. It is also important that staff networks work in partnership with the central EDI Team to advance the University's equity, diversity and inclusion aims.

Purpose of a staff network

The role of staff networks at the University is to:

- Provide a safe space for staff from underrepresented groups and those facing inequities in the workplace to connect with others who have shared experiences. Staff networks are only open to those who are a part of the community that the network aims to support.
- Ensure that the voices of their members are represented by holding regular meetings throughout the year and feeding back any discussion points to the Voice and Influence Group.
- Provide consultation on University policies and guidance, and contribute to the University's strategic objectives.

Requirements of a staff network

In order to be considered a functioning University staff network, networks should:

- aim to support staff from underrepresented groups and those facing inequities in the workplace;
- meet at least once a term;
- have a minimum of 10 members;
- engage with the EDI Team by ensuring the Chair/co-chair attends quarterly Voice and Influence group meetings, engaging in consultation on University policy and strategic aims, and submitting an annual report each year;
- Involve the EDI Team in any plans to apply for external funding to support activity.

Support provided to staff networks

The EDI team offers staff networks the following:

- Advice and support regarding the establishment, running and direction of the staff network (if required).
- Opportunities to influence and shape key University policy and process.
- Promotion of the group and its activities through the EDI webpages and other internal communication and promotional channels at the University.
- Support in identifying a Senior Executive Sponsor (if required).
- Access to the EDI Team's central budget. Staff networks can request funding for activities that align with the University EDI Strategy such as:
 - Inviting speakers to staff network meetings and events based on member interest.
 - Developing promotional materials to raise awareness.
 - Celebrating key dates in the diversity and inclusion calendar such as Black History Month, LGBTQ+ History Month or International Day of Persons with Disabilities (please note this list is not exhaustive).

Information about how to set up a staff network, and further information about the running of networks, can be found in the [Staff Network Guide](#). If you have any further questions about staff networks, please get in touch with the EDI Team.