

# Membership

Membership is open to all permanent and temporary staff who work within the organisation and who define themselves as BAME. Membership is renewed annually.

## The executive committee and officers

An executive committee will be elected for a 12-month period at the annual general meeting (AGM). The role of the executive committee is to undertake the work of the network in between meetings and represent the network within and outside the organisation.

The executive committee will consist of the following officers:

- Chairperson
- Vice chair
- Secretary
- Communications/ membership officer
- Officer without portfolio

## Frequency of meetings

Meetings will be held bimonthly. The terms of reference include scope for smaller work groups to be identified to drive work programmes forward. In the longer term, there may be a need to review the frequency of the meetings on a quarterly basis.

## Annual general meeting (AGM)

- review terms of reference
- plan the annual work programme
- present the annual report from the chair of the network.

## Quorum

For the staff network meeting to be quorate, there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. The chair or vice chair must be present.

## Reporting

The network will report to the organisation's People Committee (executive forum) and also to its Board committee on Workforce.

## Review

The terms of reference will be reviewed annually.

## Purpose of the network

1.1. To create a supportive working environment and policy framework for black and minority ethnic (BAME) colleagues while also encouraging all staff within the organisation to understand the needs of BAME individuals within the community.

2. Aims

2.1. To work with the organisation to eliminate discriminations experienced by BAME staff and to promote general equality of opportunity.

2.2. To influence policy making and monitor existing policies to ensure that the BAME equality perspective is proactively considered.

2.3. To provide a support function to colleagues, through the development of virtual networks and meetings, where issues can be openly discussed. Some support may involve signposting staff to external services or trade union representatives.

2.4. To develop and maintain a virtual network that provides support and promotes diversity generally within the workforce.

2.5. To support the organisation with the training of staff at all levels so they can better understand the perspective and needs of BAME staff and service users.

2.6. To gain and share an understanding of the experiences of BAME staff and service users, and highlight any health inequalities that influence service delivery.

2.7. To celebrate the diversity of the workforce by participating in national and local events such as community events and Black History Month (October).

2.8. To promote the service as a healthcare provider and employer within the local BAME communities.

2.9. To promote opportunities for social networking.

### 3. Membership and representation

3.1. The network will be open to all BAME employees within the organisation. Engagement is also welcomed from other employees who are committed to the aims of the network.

3.2. The network will also be open to colleagues who have a role in supporting the work environment for BAME colleagues and experience of patients.

3.3. It is expected that the majority of the membership will be made up of people who define themselves to be from the black and minority ethnic community.

#### 4. Roles within the network

4.1. The network will elect a chairperson or chairperson to co-ordinate the activities of the network and fulfil the following tasks:

- chair meetings (on a rotational basis if more than one) or delegate to another individual if not available
- set dates for the meetings and organise a suitable space to be available
- set an agenda for each meeting and send this out to participants in advance
- circulate minutes or notes from each meeting to all participants of the group
- be the link person to the diversity and inclusion advisor for the organisation and keep all participants aware of significant changes in the organisation between meetings.

4.2. The network will elect an information officer who will have responsibility for supporting the following functions:

- ensuring an information repository is kept for the network and as much information is made accessible to the group through all available medias
- coordinating information being held on the internet and intranet, linking to information technology colleagues as necessary
- keeping an up-to-date record of members of the group so information can be effectively distributed.

4.3. The network will elect a social officer who will have responsibility for supporting the following functions:

- fostering links between the organisation's BAME network and other similar groups, either within services or other parts of the health economy
- linking with the organisation of a limited number of key events which the network will attend and co-ordinate the organisation's response
- providing support to colleagues arranging events that link to the BAME community but which the network is not formally involved
- coordinating a limited number of social events around the activities of the group for members of the network and other BAME colleagues within the organisation.

4.4. The election of people into the above roles will take place every six months, recognising that these roles are voluntary and additional to the main job role of each individual.

4.5. Other roles may be allocated to individuals on a temporary or permanent basis dependant on the activities of the group.

4.6. Individuals assuming specified roles within the network can expect to be supported in their role in negotiation with the organisation. This support can take the form of mentorship, relief from normal duties (for a specified number of hours) or expenses.

4.7. The decision making capacity of the group is based on a majority vote being achieved from attendees of any particular meeting. Where it is not possible to apportion a majority, the chairperson will cast the final decision.

## 5. Frequency of meetings

5.1. The network will meet every month and the locations will be moved around the geographical area of the organisation to enable individuals to attend. It is recognised that no one location is suitable for the whole group and the organisation's headquarters provides the most central location for ad-hoc events.

the chairperson. This is to ensure any decisions made are from a representative sample of the network.

## 6. Confidentiality

6.1. At no point is anyone under any obligation to declare any information about themselves that they do not wish to share.

6.2. The group will operate a safe space approach to meetings and treat all network members with dignity and respect.

6.3. To assist with confidentiality, records will be kept of attendees to each meeting, but names will not be included on notes or minutes that are circulated outside the group.

## 7. Records

7.1. The network will keep notes or minutes of each meeting held. Support may be provided from within the organisation to enable this to be complied with. Notes or minutes will be published where members of the organisation can access them on the intranet but no names will be included.

## 8. Relationships and reporting

8.1. The BAME network will be an autonomous group within the organisation and will link with the organisation's diversity and inclusion advisor.

8.2. The network may be required to provide brief reports for the organisation's executive group as and when required. The organisation's diversity and inclusion advisor will provide assistance if needed to individuals concerned.

8.3. Relationships with key functions may be required, such as the corporate communications team for any externally-facing documentation and for updating the intranet.