

LGBTQ+ staff networks

How to set one up in your organisation



First steps: things to consider

- Define your network's aims, and how you might achieve them, summarised in a mission statement.
- Clarify your network's role and responsibilities.
- Explain how your network aligns with your organisation's business goals and/or wider vision and values.
- Agree what your network will be called.
- Review what your responsibilities are (if any) under the Equality Act 2010, WRES, and EDI agenda
- Consider how the group reflects the values and beliefs of the NHS Constitution.
- Create formal terms of reference to guide your network's work.
- Establish who your key supporters are in your organisation, for example your chief executive or director of human resources. You may need a business case to get supporters on board.
- Talk to your key supporters about funding and resource needs to manage and maintain the network.
- Consider the requirement of ringfenced time to fulfil network duties alongside your day job.

Membership: things to consider

- Target audience, who can (and potentially can't) join and whether members can be removed from the group.
- How you will invite members to join and what their commitment to the network will be.
- Why people should join your network and what the benefits are.
- How you can support your members to become involved in the network and attend meetings.
- Ensure that the network is inclusive and accessible to all members.

Accountability and reporting: things to consider

- Develop an effective reporting and evaluation system to share your network's impact and outcomes with senior colleagues and your wider organisation.
- Any internal governance processes you'll need to have to ensure smooth running.
- Recruiting an executive committee or decision makers with specific roles, such as chair or vice-chair.
- How you'll support any equality objectives or frameworks, new or existing.
- How you'll keep your network relevant and required.
- How much time you can reasonably commit.

Logistics: things to consider

- Meeting logistics: who can attend, frequency, location, and format (face-to-face, virtual, or mixed).
- What support and resources you'll need to help organise the meetings and actions.
- A budget to provide refreshments, venues, printed papers and products.
- Rotating the role of chair around the group.
- Consider how to record discussions, generate agenda topics and how and when to circulate meeting papers.
- Ensure accessibility of meetings and materials for all members.
- Whether any subgroups are required.

Communications: things to consider

- How you'll share news, information and resources with the group.
- Handling confidential materials, copyright and GDPR issues.
- Reach out and connect with other networks for support and to share learning.
- Branding for the group such as a logo to raise its profile and provide a recognisable identity.
- Get support from your communications team about brand guidelines.
- Creating online functionality for the group, for example, an intranet page for members to access resources, news and updates.

Once you have set up your network, join the [Health and Care Network of LGBTQ+ Networks](#) to access peer support, ideas and best practice.