

## **1.0 PURPOSE**

The Black, Asian and Minority Ethnic (BAME\*) Staff Network will support LSTM in its vision to save lives in resource poor countries through research, education and capacity strengthening, by supporting the organisation with attracting and retaining BAME staff and progressing racial equality issues.

## **2.0 AIM**

To support all UK and International staff that identify as BAME by raising awareness of race equality across LSTM, and to create a working and learning environment in which all staff, students, stakeholders, and visitors feel welcome, comfortable, respected and valued.

## **3.0 OBJECTIVES**

- 3.1 Support LSTM in meeting its commitment to equality, diversity and inclusivity, as governed by the Equality Act 2010 and Public Sector Equality Duty by providing a unified and strategic voice to influence policies and practices to ensure they consider the impact on BAME staff.
- 3.2 To work with LSTM leadership to improve understanding of the potential structural barriers to recruitment, selection, career progression and retention for BAME staff across the institution.
- 3.3 Encourage institutional awareness around racial equality and diversity through planned events and seminars focused on celebrating ethnic diversity, and/or information sharing
- 3.4 Identify and develop networking opportunities for UK and international BAME employees of LSTM including coaching, mentoring and training opportunities in collaboration with HR.
- 3.5 Offer a brave space for BAME colleagues to share and discuss issues such as the reporting of racial bullying and harassment in confidence, and with sensitivity and trust.

- 3.6 Establish appropriate feedback mechanisms within relevant LSTM committees, including representation on the Equality and Diversity Committee. The network will communicate BAME network matters in order to positively impact on the work, environment and institutional policies and procedures within LSTM.
- 3.7 Disseminate news and information and best practice to network members via an online community.
- 3.8 Work closely with other staff and student networks to support and address issues of common interest including around racial prejudice and bias.
- 3.9 Reach out to newly appointed BAME staff and assist them in developing support structures and settling into life in LSTM
- 3.10 Organise social events and activities

#### **4.0 MEMBERSHIP & DECISION MAKING**

- 4.1 Co-chairs and all other committee roles – to be appointed by the network.
- 4.2 Decisions shall be taken by a majority of votes by committee members. If the votes are equal, a nominated Co-Chair will have the casting vote.
- 4.3 The BAME staff network offers membership for Black, Asian and Minority Ethnic staff, and for Associate Members. Membership is open to all staff who are employed, whether full time or part time, on temporary or indefinite contracts, and who are supportive of realising the network's aims.
- 4.4 Membership is on a voluntary basis, ideally with representatives from academic and professional services and a broad range of ethnicities.

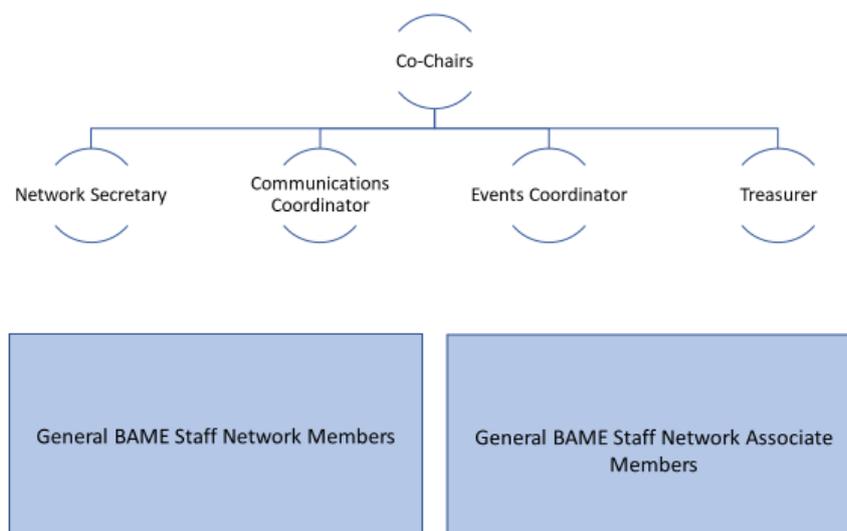
## **5.0 SCHEDULE OF MEETINGS AND REPORTING**

- 5.1 Meetings to take place at least 4 times per calendar year. Minutes of the meetings will be recorded.
- 5.2 The network will provide quarterly updates to the Equality and Diversity Committee.
- 5.3 The network will revisit the Terms of Reference in consultation with the membership annually

*\*LSTM recognises that there are many people from ethnic minority communities in the UK and from overseas who do not identify themselves as being Black or Asian or Minority Ethnic (BAME), but whom because their ethnic origin, language, culture or religious backgrounds share a common experience of discrimination and inequality. We acknowledge the term BAME is limited, however we would encourage anyone who identifies with experiences of racial discrimination to take part and benefit from the network.\**

Annex 1: Network governance structure

The below governance structure outlines specific roles within the LSTM BAME Staff Network.



Annex 2: Committee Role Descriptions

**Co-Chairs**

Responsible for co-ordinating the activities of the network by organising/agreeing the agenda for meetings, activities, events, and chairing meetings. The primary points of contact for new and existing network members. Share member concerns and recommendations to the Inclusion, Diversity and Engagement Manager, Equality and Diversity Committee, and/or associated Taskforce.

- Chairing meetings on a rotational basis.
- Helping the committee to work together as a team.
- Having an overview of the work of the group.
- Being the main contact people for the group.

**Network Secretary:**

Responsible for ensuring the BAME Staff Network is well organised.

- Taking minutes in meetings.
- Keeping files of past minutes and reports.
- Letting people know when and where the next meeting is and what it is about.
- Helping to prepare agendas for meetings with the Co-Chairs
- Keeping a record of membership.

**Communications Coordinator**

Responsible for planning and delivering communications to key groups, such as members and associate members, supporters and school wide platforms. To write, edit, co-ordinate

## **Black, Asian and Minority Ethnic (BAME) Staff Network Terms of Reference (September 2020)**



and publish content across various channels, including the intranet, website, social media, and print and online marketing materials.

### **Events Coordinator**

Responsible for working with the committee to plan an appropriate schedule of events including social events, educational events such as seminars and networking activities to encourage members to engage with the network throughout the year. You will work with the Inclusion, Diversity and Engagement Manager where appropriate on collaborative events.

### **Treasurer**

Responsible for looking after the BAME Staff Network's budget and income including keeping accounts and reporting to the committee. The committee as a whole is responsible for deciding how funds will be raised and spent.

## Annex 3: Membership

### Membership types

There are two types of membership available for joining the LSTM BAME Staff Network which include BAME Staff Network Membership, and BAME Staff Network Associate Membership.

- All individuals from a Black, Asian or Minority Ethnic origin are eligible to BAME Staff Network Membership.
- Individuals who are not from a BAME background or prefer to not identify themselves as from a BAME background, are eligible to join the network as an Associate Member.

Classifications of ethnicity in the UK can be found here for reference:

<https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion>

The purpose of this distinction in membership types is to ensure a brave place is provided for BAME members to speak up about sensitive issues that relate to racial discrimination. Meeting minutes will be edited to reflect privacy and sensitivity of discussions.

All named governance positions as outlined in Annex 1, should be filled by BAME Staff Network members where possible, however Associate Members may also be considered where opportunities arise.

### Students:

The LSTM BAME Staff Network is open to membership from staff members only - post-graduate students (PhD, MSc or short-courses) are not eligible to join. During the formation of the network it was noted that whilst there is cross-over in staff and student needs, the individual needs of the two groups would be best addressed by the formation of two focused networks. Students may be invited to attend the LSTM BAME Staff Network meeting for specific agenda items. All appropriate activities/events suitable for both staff and student groups will be communicated via the LSTM BAME Staff Network Communications Co-ordinator.