



**New Charter
Spectrum**
LGBT Diversity & Inclusion Group

Terms of Reference

Aims

- For New Charter to understand and value its Lesbian, Gay, Bi-sexual and Transgender (LGBT) community and be a place where LGBT people are happy to live, work and socialise
- To be a forum for New Charter staff to identify, discuss and take action on areas of concern and issues relating to sexual orientation and gender identity
- To Champion and advance equality of opportunity in the area of sexual orientation and gender identity in accordance with New Charter Housing Group's Diversity and Inclusion policy

Objectives

- Provide New Charter employees with the opportunity to discuss topical LGBT issues and network with other staff across the organisation
- Increase awareness of LGBT issues and national/regional initiatives amongst New Charter staff and encourage good relations between LGBT people and others in the community
- Regularly monitor demographic data concerning New Charter's employees and equalities initiatives to identify trends or gaps in relation to sexual orientation and gender identity

- Seek to provide New Charter Housing Trust with information and advice on eliminating discrimination and maintaining a diverse workforce
- Establish working groups and action plans as may be appropriate to proactively achieve Spectrum's aims and objectives on an annual basis
- Establish and work in partnership with other LGBT networks across Tameside and the New Charter Housing Group
- Continually increase New Charter's rating has one of the Top 100 employers for LGBT people in the UK as measured by the Stonewall Workplace Equality Index
- The group shall organise promotional initiatives twice per year to increase its membership and number of staff attending meetings.

Membership

- Membership of the group is open to any New Charter Housing Group employee who is interested in advancing LGBT equalities issues or who identify as lesbian, gay, bi-sexual or transgender (including those who are not 'out')
- On the month of February each year, Spectrum group members shall select from its membership specific individuals to act as Spectrum LGBT champions to lead on the achievement of Spectrum's aims and objectives
- The group shall be promoted at each Great Welcome induction program for all new staff joining the organisation

Meetings

- Meetings shall be open to all the membership and shall take place once per month (except for December)
- Meetings shall be chaired and facilitated by Spectrum's LGBT Champions, who shall produce and distribute minutes of each meeting within 10 working days
- The Chair & Minute Taker for each meeting shall be arranged on a rota-basis
- All members shall have the opportunity to add items to the agenda prior to each meeting as long as provided at least the day before

- Members are permitted to attend meetings and participate with activities during paid work time, in accordance with business needs and with the support of line management, once reasonable notice has been given

Code of Conduct

- All members are to act without hostility and conduct themselves in an orderly manner during meetings and activities organised by the group
- Members will not contravene New Charter's Diversity and Inclusion policy
- Repeated breaches of the code of conduct shall mean entitlement to membership is terminated

Finances

- All financial funds obtained by the group shall be used to further its objectives and all surplus re-used for this purpose
- The Spectrum group shall not enter into any contractual agreements independent of New Charter's funding streams
- All financial affairs shall be administered and audited by Spectrum LGBT champions

Changes to the Terms of Reference

- Changes to the terms of reference may be proposed by any member of the group
- All proposals to be considered at the first available meeting and voted upon electronically by the full membership
- All changes to the Terms of Reference must be approved by the majority of the membership before amended by an Spectrum LGBT champion

Approved by

Signature:



Date:

9/6/14

Signature:



Date:

9-6-14

