

Staff Network Shared Purpose

A guidance document to be used to support the setting up and running of a staff network in primary care.

This document has been created by South West London Training Hub in partnership with NHS England and Training Hubs across London.

[Network name] is a staff network group established by colleagues in primary care. This is an inclusive group embracing those that fall into this protected group of individuals and their allies.

Mission Statement

Our mission is to support the ... community and increase the awareness and visibility of the ... community who will empower, engage and inspire one another.

We stand together united with our allies.

Purpose

The ethos behind the creation of this group is 'if we just make the difference to one person then we have done the right thing'.

With that in mind, our purpose is to hold employers to account and ensure the business in creating a culture of openness and acceptance and to provide greater understanding of all ... community matters in a way that values diversity and brings people together, whether they are from the ... community background or not.

The staff network also aims to create a safe space for all ... community members and provide support both through our regular network meetings and on an individual basis. Further details of the support available can be seen under the core business section.

Values

The staff network recognises and embraces the NHS four key values ensuring that they are at the centre of all network activity.

- Responsible
- Fair
- Confident
- Inclusive

In addition, the staff network is also committed to demonstrating the values and behaviours outlined in the NHS Constitution.

The staff network will challenge any inappropriate behaviours of their colleagues with a people-centred approach, ensuring we are advocating for all ... colleagues. Also being the best possible version of us and creating space for others to do the same.

Core Network Business

The staff network seeks to create a safe space for all ... colleagues and allies throughout **South West London**, enabling networking and connectivity with each other. The network will work with other staff networks and their members, encouraging intersectionality and recognising marginalised groups.

Our focus is on helping to address issues that have the potential to impact on ... colleagues in any way. We will:

1. Aim to promote equality and inclusion for all ... people including the four marginalised groups we have agreed to focus on.
 - a.
 - b.
 - c.
 - d.
2. These areas of focus will frame the types of organisations the staff network bring in to work with, the charities we support through fundraising activities and the topics of events the staff network host.

3. Raise awareness of ... issues, as well as provide a forum fostering a positive culture that provides support to individuals who identify as ...
4. Celebrate ... roles models and recognise champions across primary care at all levels.
5. Strive to make equality, diversity and inclusion visible and engaging throughout primary care.
6. Provide network members with a calendar of events, specialist talks and discussion forums, actively seeking an evaluating to monitor effectiveness.
7. Act as the conduit for professional network across primary care and with partner organisations.
8. Where possible, the staff network will conduct fundraising to support external ... organisations or charities as agreed by the network.
9. Create a virtual community and online resources for its members and allies.
10. Act as counsel to primary care employers, lobbying for action on, and escalating ... issues ensuring action plan and organisational development considers the needs of those who identify as ...
11. Support our colleagues in their delivery of products and services to ensure inclusivity of the ... community.
12. Work with employers to evaluate on progress of the ... agenda by engaging in activities which demonstrate marked improvements.
13. Ensure that ... issues receive equal attention from the most senior levels in **South West London ICB**.
14. Provide a safe, supportive and trusted space for colleagues who identify as ... offering peer support and networking opportunities.
15. Work with and support employers to ensure they meet its obligations under the Equalities Act 2010.
16. Work with other internal network groups to ensure intersectionality across groups is addressed.
17. Maintain links with external networks and lobby groups to share information and best practice.
18. Introduce the network to new starters to practices in **South West London** through local induction processes.
19. Understand the diversity of colleagues working across primary care to help plan and manage activity for the current workforce.
20. Remain committed to creating ad contributing to a working environment in which an individual can fee confident that they will not be exposed to discrimination, criticism, harassment or any other type of emotional or physical harm.
21. Engage with colleagues on a regular basis to find out what they would like to see from the network.
22. Use 'digital first' principles, ensuring the use of appropriate digital and online platforms to capitalise on opportunities for engagement and inclusion.
23. Develop a strong identity (including own branding) across the network to bolster the other work carried out as part of our core purpose.
24. The network will provide training, talks and other opportunities to support the delivery of programmes in primary care to champion ... inclusion.

Staff Network Governance Structure

The staff network governance structure is a hybrid model providing local and regional representation to collaborate across the network.

The chairs / deputy chairs are supported by a team of individuals from across **South West London** primary care.

The Core Network Steering Group meet monthly to coordinate activities across the network. This meeting is led by the Network Chair. The Network Chair will attend meetings where it would not be appropriate for all Steering Group members to attend.

The ... Leads Group will work closely with the Core Network Steering Group to coordinate work and projects.

Terms of Reference for specific recurring meetings will be designed and signed off by appropriate leads.

Steering Group Membership

The below roles will be appointed to through a fair and equitable process. Colleagues will be invited to submit their interest in taking up a vacant role. Where more than one colleague comes forward, a vote amongst the current Steering Group will take place. Where a decision cannot be reached or if the only one person comes forward, the chair will seek to obtain the views of the membership.

The chairs should be revoted in on a **two-yearly or annual** basis.

Role		Remit
Network Chair	Network Leadership Team	<ul style="list-style-type: none"> • Oversight of agreed strategy/actions and the delivery of these through the group. • Facing into the ICB and senior leadership team(s), lobbying and escalating issues. • Budget and spending accountability. • Stakeholder engagement.
Deputy Chair(s)	Network Leadership Team	<ul style="list-style-type: none"> • Supporting the Network Chair through deputization. • Oversight of the Operational Team and Speciality Leads. • Joint responsibility with the Network Chair for stakeholder engagement.
Membership Lead	Network Operational Team	<ul style="list-style-type: none"> • Managing membership and member information. • GDPR adherence. • Membership survey initiatives. • Working with other Steering Group members to retain and increase membership. • Responsible for managing fundraising activities for agreed charities on an annual basis.
Communications Lead	Network Operational Team	<ul style="list-style-type: none"> • Communications to membership through a newsletter. • Communications to all staff in South West London (various routes and means). • Managing dedicated online sites or spaces for the network with the support of the wider Steering Group.
Events Lead	Network Operational Team	<ul style="list-style-type: none"> • Coordination of any physical/virtual events for the network. • Management of an overarching events plan. • Working with other staff networks to coordinate collaborative events.

Allyship Lead	Network Operational Team	<ul style="list-style-type: none"> • Developing and leading supporter and ally engagement. • Lead on an allyship programme.
Intersectionality Lead	Network Operational Team	<ul style="list-style-type: none"> • Engaging in other networks to oversee joint events and communications where appropriate. • Represents the Staff Network at other meetings where appropriate. • Involved in organisational activities for staff where there is cross over for the ... community.
	Speciality Leadership Team	
	Speciality Leadership Team	
	Speciality Leadership Team	

To ensure a quorate steering group meeting, enabling decisions to be made effectively, there will need to be 50% of the committee present at each monthly meeting. This will be subject to any specific Terms of Reference agreed by established committee members.

Each steering group member will also be required to attend a minimum of 25% of the scheduled steering group meetings in any one year. They will also be required to attend the events and activities specifically related to their area of work and a minimum of 25% of other activities organised by the group. Failure to do so may result in a vote of no confidence due to lack of engagement.

Members must respect the views of others and work within the agreed values and behaviours as outlined in this document. Where a network member is not demonstrating the desired behaviours, this will be escalated accordingly.

Protected time and succession planning to be added

Network Membership

Our network membership will be inclusive of all colleagues and allies who self-select that they wish to participate. The membership list will be monitored frequently by the Membership Lead and new members will be contacted in a timely manner to ensure that they are linked in with the local support network.

Membership should be refreshed on a regular basis to comply with data governance and good practice.

Network members will be invited to attend all meetings and events and will be reasonably required to actively participate to maintain engagement as well as contribute to the overall aims of the group.

Members must respect the views of others and work within the agreed values and behaviours of the network. Where a network member is not demonstrating the desired behaviours, this will be escalated accordingly.

Being an Ally

Being an ally is more than being sympathetic towards those who experience discrimination and simply believing in equality. It means being willing to act with and for others in pursuit of ending oppression and creating equality. Tenzin Gyasto, the fourteenth Dalai Lama said, "It is not enough to be compassionate. You must act".

An ally is someone whose personal commitment to fighting oppression and prejudice is reflected in their willingness to:

1. Educate themselves about different identities and experiences,
2. Challenge their own discomfort and prejudices,
3. Learn and practice the skills of being an ally,
4. Take action to create interpersonal, societal and institutional change.

Working in partnership

The staff network is committed to working in partnership with our key stakeholders both internally and externally. This delivers:

- Increased opportunities
- Increased capacity
- Helps reach new audiences
- Provides expertise
- Inspires great ideas
- Additional perspectives
- Strengthens relationships