

## **Memorandum of Understanding**

### **Between Disabled Employees Staff Network and Nottingham Trent University**

This Memorandum of Understanding outlines the agreed relationship between the membership of the DEN Staff Network and the employer Nottingham Trent University (NTU), and its associated boundaries. It will be reviewed annually. It supports the Network's agreed Terms of Reference.

#### **Expectations**

The relationship between the Network and the University will be synergistic and will deliver benefits to both the university and the network.

The Network expects the organisation to value, promote and support the network in its activities.

Staff will gain approval from their line manager before joining the Network and will liaise with their line manager to ensure the business needs are taken into account when arranging attendance at any of the Network's meetings/events and associated activities.

The University expects the Network to assist the institution in further developing an inclusive environment in a constructive and appropriate way, protecting and enhancing its reputation.

There will be annual representation by a member of the Network at one of the university's Equality and Diversity Advisory Group meetings to report on activities.

#### **Communication**

By email or at DEN meetings, the Equality, Diversity & Inclusion (EDI) Team representative will provide an organisational perspective on planned activities and will share relevant organisational developments, including policy, activities and strategic plans, where appropriate.

The Chair(s) of the Network will meet with the EDI representative on a regular scheduled basis, according to need. The purpose of these meetings will be to discuss the activities of the Network, any perceived barriers and/or support required from the University.

Where appropriate, the EDI representative will escalate decisions relating to proposed activities to senior management.

#### **Activities**

The University will consult with the Network regarding policy development and project work where relevant and appropriate, and will explore options to embed best practice across the institution.

The University will support and promote the Network across the institution.

The Network commits to inform the University of its intended activities and to consider the impact of these activities from the perspective of NTU. All activities and events will be organised in accordance with university policies and will preserve and enhance NTU's reputation.

## **Resources and Support**

NTU will:

- Promote the Network and help to maintain membership levels (including support through Internal Communications routes and via the EDI website).
- Provide appropriate meeting rooms (according to availability) and refreshments for meetings.
- Provide appropriate venues and refreshments for one or two events per year.
- Allocate 12 hours of staff members standard working time to participate in Network meetings/activities/consultations.
- Maintain membership to relevant external bodies (e.g. Equality Challenge Unti) to enable access to support and resources.
- The EDI representative will work with the network to negotiate an agreed budget for events.

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