

Women's Staff Network (name TBC)

Memorandum of Understanding

This Memorandum of Understanding has been produced to outline the agreed relationship between the members of the Women's Staff Network and the employer Nottingham Trent University (NTU). It supports the Network's agreed Terms of Reference and will be reviewed annually.

The memorandum sets out the mutual understanding of the relationship and associated boundaries under the following headings:

- Expectations
- Communication
- Activities
- Resources and Support

Expectations

The relationship between the Network and the University 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.

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

The Chair of the Network will meet with the Equality, Diversity & Inclusion (EDI) representative on a regular scheduled basis, according to need, likely to be at least once every two months.

Where appropriate, the Chair will alert the EDI representative to any immediate issues of concern raised by individuals, gaining express consent to share relevant information.

The purpose of these meetings will be to discuss the activities of the Network, any perceived barriers and/or support required from the University.

At Network meetings the EDI representative will provide an organisational perspective on planned activities and will share relevant organisational developments, including policy, activities and strategic plans, where appropriate.

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

Members will need to liaise with their Line Manager to ensure time spent participating in meetings/activities/consultation can be managed alongside the requirements of their substantive role.

Activities

The University will commit to 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 facilitate its establishment (including support through Internal Communications routes and via the EDI website);
- Provide appropriate meeting rooms and refreshments for meetings (minimum of 4 per year);
- Provide appropriate venues and refreshments for one or two events per year;
- Allocate 8 hours of staff members' standard working time to participate in Network meetings/activities/consultations;
- Allocate 12 hours of Steering Group members' standard working time to organise and/or participate in Network or Steering Group meetings/activities/consultations;
- The EDI representative will work with the Network to negotiate an agreed budget for events.