**UCL Lesbian, Gay, Bisexual, Transgender and Queer Equality Advisory Group (LEAG)**

**Terms of Reference**

The Lesbian, Gay, Bisexual, Transgender and Queer Equalities and Advisory Group (LEAG) has its origins in a staff network set-up in 2009. The staff network, Out@UCL, was initially established as a networking group to allow staff who identified as LGBTQ to meet other staff within the UCL community with an aim to make LGBTQ equality a reality at UCL. After a series of networking events to publicise the existence of the group, we established a formalised steering committee, LEAG.

UCL’s LGBTQ Equality Advisory Group is open to all lesbian, gay, bisexual, trans and queer staff and those interested in promoting LGBTQ equality at UCL.

**The group is an advisory body that will:**

* Promote positive attitudes towards LGBTQ people and raise the profile of LGBTQ equality across the university;
* Promote recognition and awareness of discrimination facing LGBTQ staff and address any inequalities locally and internationally.
* Ensure issues of sexual orientation and gender identity are integrated into the UCL Equalities and Diversity Strategy and report on progress to the UCL Equalities and Diversity Committee (EDC) and other relevant UCL committees and groups, as necessary;
* Consider the impact of legislation on UCL policies, procedures and practices as they relate to issues of sexual orientation and gender identity, both in the UK and Internationally.
* Identify any employment issues, policies, or practices that adversely affect LGBTQ staff and highlight to relevant bodies;
* Liaise with other universities with a view to sharing resources and/or ideas regarding issues of sexual orientation and gender identity;
* Act as an advisory body to UCL on issues of sexual orientation and gender identity and work with UCL to promote best practice for supporting LGBTQ staff and students working internationally.

**Core Activities LEAG Member contribute to:**

* Co-ordinate events throughout the year including LGBTQ History Month and International Day Against Homophobia, Biphobia and Transphobia (IDAHoBiT) events.
* Facilitate social activities to provide networking opportunities for LGBTQ staff at UCL.
* Engage and support local LGBTQ community groups.
* Liaise with the UCL LGBTQ Student Network
* Maintain a link with the UCL LGBTQ Research Network
* Overall Coordination of Out@UCL
* Develop, coordinate and administer LGBTQ projects.

**LEAG Membership:**

* The group will usually be limited to 12 members.
* Members will usually be on the group for a term of 2 years, after which they will need to reaffirm their interest for up to another 2 years.
* Members can join by expressing an interest to the Co-Chairs outlining their interest and contribution
* Any part time or full time UCL staff or PhD student who identifies as LGBTQ is eligible to join.
* The group will meet at least once a term. Meetings will be held flexibly and more frequently as needed, in line with the group’s activities.
* The Co-Chairs can approach potential new members with diversity and representation in mind.
* The Equalities Champion will be a member of the group.

**Expectations of Members:**

* Attend meetings. Membership will be reviewed if members miss 3 meetings without apologies.
* To represent themselves and the wider LGBTQ staff network at UCL.
* To contribute ideas and participate in activities and projects.
* To conduct themselves in keeping with UCL values in an open and accepting environment.

**LEAG Co-Chairs:**

* Co-Chairs are normally elected by LEAG for an initial term of 3 years, after which they can be re-elected for a second 3 year term.
* Where possible, the Co-Chairs will not identify as the same gender.
* Co-Chairs are responsible for liaising with the LGBTQ representatives of Trade Unions.

**Responsibilities of the Co-Chairs:**

* Chair meetings and circulate meetings and the agenda.
* Members of UCL Equalities and Diversity Committee.
* Liaise with other UCL Equality Groups and external groups such as Stonewall.
* Work with UCL Equalities and Diversity Team.
* Coordinate the setting of LEAG objectives.
* Recruitment of LEAG members.
* Represent LEAG and Out@UCL in different fore.
* Ensuring LEAG is a group where everyone’s voice is heard and considered.
* Manage the budget in consultation with LEAG.
* Set the dates of LEAG meetings and cancelling meetings if/when necessary.

**Responsibilities of UCL Equalities and Diversity Team:**

* Administrative support to include:
	+ Taking minutes at meetings
	+ Room bookings for meetings and events.
	+ Managing mailing list for LEAG and Out@UCL.
	+ Share relevant UCL staff survey results/data.
	+ Managing payments and expenses.
* Facilitating Stonewall Workplace Index Application and maintaining links with Stonewall and other external organisations.
* Maintaining links between equality groups.
* Make recommendations to the group about practice and policy.