LSE Equity, Diversity and Inclusion Staff Networks Guide

1. **Purpose**

   LSE Staff Networks exist to support colleagues from diverse backgrounds and their allies by creating inclusive spaces where members can share experiences, ideas, and any concerns. These networks aim to foster community, provide mutual support, and work collaboratively with the School to advance equity, diversity and inclusion (EDI) across all areas. This guide has been developed to set out the support the EDI team at the School will provide the networks and set out a framework for the management and leadership of the networks.

2. **Role and remit**

   Staff Networks at LSE:

   - Provide a forum for members to raise concerns and share experiences in a safe and confidential environment.
   - Advocate and spread awareness of the needs and interests of their members appropriately within the School's governance and decision-making structures.
   - Contribute to the development and review of policies and practices.
   - Report on network activities through an annual report to the EDI team
   - Produce and maintain Terms of Reference (ToR) by the start of each academic year for the network.
   - Enhance the sense of belonging and community at LSE through events, campaigns, and initiatives.
   - Share information and updates with members through regular communication channels.
   - Raise awareness of issues affecting underrepresented groups and promote understanding across the LSE community.
   - Work collaboratively with other Staff Networks, the EDI Team, and relevant stakeholders in the School to align efforts and maximise impact.
   - Engage with external networks and organisations to bring best practices and innovative ideas to LSE.
   - Represent the interests of members in strategic initiatives or working groups.
   - Develop resources, eg web pages, to support the LSE community.

3. **Membership**

   - Membership is inclusive and does not require individuals to identify with the protected characteristic or group that the network represents; allies are welcome to join and support the work of the networks.

4. **Governance and Accountability**

   - Each network will elect a Chair (or Co-Chairs) and a Steering Committee to manage its activities and represent members.

- Networks have flexibility in determining their governance structures, including whether to hold elections for leadership roles.
- The Chair (or their delegate) will attend the twice-termly Voice and Influence Forum, which facilitates two-way communication between the staff networks and SMC.
- Staff networks are supported by a senior sponsor, who will act as an advocate for the network's work and provide guidance as needed.
- Networks are accountable to the EDI Team and will submit an annual report summarising their key activities, achievements, and challenges.

5. Support from the EDI Division

- The EDI Team will provide administrative and advisory support to the networks.
- Training and development opportunities will be made available to network chairs and committee members.
- The EDI Team will arrange appropriate emotional and wellbeing support as required to staff network chairs

6. Network budget

- Each network is supported with funding of £2,000 each per academic year from the core EDI budget to support network activities and events.
- The EDI team maintains regular contact with network chairs to understand their plans and support them to manage their finances across the year.
- There is also an additional fund of £4,000 per AY to support intersectional/ partnership events between the networks to encourage good relations and collaborative working between different communities of staff, as well as further additional financial support on request for exceptional, additional, expenditure (e.g. a conference).
- Networks' budgets can typically be used towards (not exhaustive):
  - Speaker fees and event expenses
  - Network events – e.g. developmental or supportive events for network members or the wider School
  - Developing promotional materials or arranging promotional events to raise awareness and visibility of the network or related issues
  - Marking key dates in the diversity/national/international calendar e.g. International Women's day, Black History Month or LGBTQ+ History Month.
- Network expenditure should be made in line with the School's Financial Regulations and Procedures, and approved in advance by the Head of EDI as the budget controller.
- Funding for EDI Reps Network and Cross-Network Collaborations: The EDI Reps Network collaborates with departments, and funding for its activities is expected to come from departmental budgets. For cross-network collaboration with other Staff Networks, the contingency fund may be accessed on a case-by-case basis to support intersectional events.

7. Time allocation for chairing activities/responsibilities

- Each **network** will be allocated up to 14 hours per month to perform leadership and chairing duties. This can be used by the Chair/Co-Chairs/steering group members to co-ordinate the network's activities. (Chairs may allocate their hours to committee members as needed).
- This is a total time allocation per network, and not per individual Chair/Co-Chair/steering group member.

– Line managers of network chairs will be written to by Andrew Young (Chief Operating Officer) or Professor Charles Stafford (Vice President, Faculty Development) to inform them of their staff member's chairing time allocation, and given an opportunity to raise and discuss any issues this creates. Line managers of networks chairs will be informed of their staff member's chairing time allocation via a letter from Andrew Young (Chief Operating Officer) or Professor Charles Stafford (Vice President, Faculty Development). This letter will invite discussion of any operational concerns but will not require formal approval of the arrangement.

8. Communication

– Networks will use designated email addresses, mailing lists, and intranet pages managed in collaboration with the EDI Team to communicate with members.
– Communications will adhere to GDPR and the School's Conditions of Use of IT Facilities policy/regulations and protect members' confidentiality.
– Networks are encouraged to maintain regular contact with their members and the broader LSE community.

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Annex: Event Organisation Guidance for LSE Equity Diversity and Inclusion Networks

LSE hosts a wide range of events covering some of the most pressing and important issues of our time. The School is committed to ensuring that our EDI networks are supported to organise and deliver events on campus, particularly where an event or speakers may attract attention (both positive and negative) and the event organiser requires assistance from central teams such as Security and Communications.

Event organisers must take into account their responsibilities with regards to a number of duties ranging from fire safety and hiring event stewards to briefing the event Chair in order to protect free speech on campus.

Everything you need to know is here: Event Organiser Responsibilities

Further, where an event is likely to be high-profile EDI Network Event Organisers are required to notify the Events team to ensure that full support from specialist teams is made available. You can do this by emailing comms.event@lse.ac.uk

A high-profile event is one that is likely to attract publicity and/ or protests. Once alerted the Events team will ensure that relevant central services are notified so that they can support organisers with specialist assistance where needed.

If you are unsure if your event will be high-profile, please contact the events office: comms.event@LSE.ac.uk who can advise.

When publicising your event please ensure that you append the events disclaimer to all events material: *LSE holds a wide range of events, covering many of the most controversial issues of the day, and speakers at our events may express views that cause offence. The views expressed by speakers at LSE events do not reflect the position or views of The London School of Economics and Political Science.*

Please note that although some members of SMC sponsor EDI staff networks they are not able to sponsor network events, apart from in certain exceptions (for example internal breakfasts). This is because SMC cannot be seen to support or endorse a speaker's views, even if the SMC member is chairing or speaking at the event.