



UKRI Parenting Network Terms of Reference

Context and Framework of Operations and Engagement

Staff Networks are self-managed; however, we are expected to operate within the [UKRI Framework of Operations and Engagement for Staff Networks \(FOE\)](#). This sets out the terms that govern the establishment and management of EDI staff networks within UKRI and covers areas such as:

- Roles and Responsibilities of the Staff Networks, their Leadership Teams, and their members.
- Expectations of behaviours, in line with UKRI Policies and Standards.
- Staff Network Governance and Budget, including relevant reporting structures.
- Expectations for how the staff network engages with members and the wider organisation.

This Term of Reference document is an extension of the Framework of Operations and Engagement and provides specific information for the Parenting Network.

Mission

The UKRI Parenting Network is a voluntary, employee run group which supports UKRI in delivering its mission to build a thriving and inclusive research and innovation system.

We do this by working with UKRI to inspire and cultivate an inclusive and family-friendly culture where every parent and guardian can fully meet their home and work responsibilities. We believe all colleagues should have equal opportunity to progress and thrive at work whatever their stage of family life, background, or individual circumstances.

Purpose and Aims

We aim to:

- Promote a vibrant, diverse, and inclusive UKRI through increased awareness and understanding of the complexities of integrating working and parenting responsibilities, enabling parents and guardians to feel valued and add value.
- Advocate for working parents and guardians by providing insight and feedback into the development and review of UKRI practices, policies, and initiatives and to encourage discussion about matters affecting expectant or existing parents and guardians from all backgrounds.
- Provide safe and supportive opportunities for employees to get together and share experiences to benefit from the lived experiences of peers.
- Develop and implement activities, initiatives and positive changes that build UKRI's credentials as a family friendly employer, supporting employee needs and enabling the organisation to further benefit from the talent of working parents and guardians.
- Actively communicate, signpost, share information, good practice, and guidance with colleagues across UKRI, including promoting and signposting wellbeing support.
- Work collaboratively with other Network groups on areas of mutual interest.

Membership

Membership is open to all UKRI colleagues, with a particular focus on those considering parenting, expectant parents-to-be, parents, future parents, stepparents, guardians, foster or adoptive parents, same



sex parents, trans parents, grandparents, and others with childcare responsibilities. We welcome members from across UKRI from all individual organisations, at all levels and with any background.

Our membership form is published on The Source and shared through any events we do.

The network also supports and provides signposting for managers and other colleagues on parenting matters as part of activities to advocate and promote inclusive behaviours and activities across UKRI.

Leadership Team

The Leadership Team is made up of members who volunteer their time to specific roles and functions set out in the Framework of Operations and help contribute to the objectives of the networks. Employees or groups whose role includes support for UKRI employees (for example ED&I HR and Wellbeing) may also attend leadership team meetings to contribute to the group and obtain feedback.

The structure of the Leadership Team follows recommendations from the Framework for Operations, except in that the treasurer function is integrated into the co-chair role.

Meetings and Feedback

- **Co-Chairs:** Co-chairs aim to meet at least twice a month minimum, attend monthly meetings with the other staff networks chairs, and meet once every two months with the workforce EDI team.
- **Leadership Team:** The Network Leadership Team meet at least once every 6 weeks to discuss progress on our priorities and collaborate on work, facilitated by the Network Co-Chairs. These meetings are minuted and summaries are published on The Source.
- **Sponsor:** The Network Co-Chairs meet our executive sponsor at least once a quarter, bringing in members of the leadership team to talk about their work where necessary.
- **Members:** We facilitate monthly socials and maintain channels to connect members over Teams and Yammer. Members will be surveyed annually and given a formal opportunity to input into network plans in an 'Annual General Meeting' (AGM) as per the Framework of Operations.

Reporting

The Parenting Network commits to being transparent about our activity.

- All meeting notes for Leadership Team meetings and AGMs are shared via the Source.
- Any workstreams or thematic workgroups of the Parenting Network report into Network meetings
- Key actions, progress and issues will be reported into the Staff Network Chairs meeting, which reports into the ED&I Governance Group.
- The Network submit an annual report to the Workforce EDI Steering Group

Confidentiality

Personal information disclosed and discussed in meetings must remain in confidence and should not be discussed or communicated outside the group. However, all members of the Parenting Network have a duty of care to safeguard children, parents, carers, adults, and vulnerable people, and we adhere UKRI safeguarding principles and Safeguarding Policy, national guidance, and local policies.

Feedback and Complaints

We will provide semi-annual opportunities to provide feedback into network business through surveys and an annual general meeting as per the FOE. We welcome feedback and suggestions outside of this schedule through our inbox or any other available channels.

Complaints about the network can be directed to our inbox or raised with the Workforce EDI Team.



Authors:	██████████ (up to v 1.7) ██████████ (2.0) Parenting Network Leadership Team
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Next Review Due:	April 2026
Revisions:	1.1-1.4 Revisions of wording by wider Parenting Network Committee 1.5 Adding new Committee Member – 28/04/2021 1.6 Revision to clarify wording on signposting to support 1.7 Removal of leadership committee names and revisions to structure through an extended network 2.0 Major revisions to align with UKRI Framework of Operations and Engagement for Staff Networks; removing duplications with framework and updating to reflect 2024 Priorities and ways of working.
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