

Terms of Reference

The Research Governance Group (RGG) provides a forum for the organisation to take a more structured and strategic approach to research.

1. The Research Governance Group's terms of reference are to:

- 1.1 Support and promote the use of research and studies to provide an evidence-based approach to changes in policy and practice.
- 1.2 To ensure the published Research Framework is followed and reviewed at least every three years to ensure it remains relevant.
- 1.3 To assess research and study applications received by the Board and consider their relevance to the Board's strategy and Business Plan.
- 1.4 To consider supporting research and study applications to other bodies, where they have relevance or importance to the work of the Board.
- 1.5 To consider outcomes and recommendations from completed research and studies and identify how best to share them with the wider organisation.
- 1.6 To monitor progress and delivery against objectives within the Business Plan related to research and to inform future organisational strategy; to report annually to the Senior Leadership Team (SLT) and Management Committee.

2. Membership of Group

- 2.1 The group will be chaired by the Parole Board CEO, or designated alternate as appropriate.
- 2.2 The membership of the Research Governance Group will consist of the following:
 - The RGG Chair
 - Representative from the Management Committee (appointable)
 - A current Parole Board member with an academic background (appointable)
 - An external academic (by invitation)
 - Senior Representative from the SLT
 - Head of Policy
 - Lead for Policy and Research (or designate)



- 2.3 Tenure will be for a minimum period of three years, renewable for a further three years, to a maximum of six years. Selection of appointable members will be through an Expression of Interest campaign.
- 2.4 Other individuals may be invited by the Chair to attend where there is a need for their knowledge and experience in relation to a particular issue. These may include groups/bodies such as the Ministry of Justice National Research Committee, funding organisations and Parole Board Members.
- 2.5 Individuals undertaking research may be invited by the Chair to attend where it is felt appropriate for them to set out their proposals in more detail, or to present their findings at the end of the study.

3. Meetings and administration

- 3.1 Formal meetings will take place twice a year.
- 3.2 Meetings will be advised and facilitated by the Policy Hub.
- 3.3 A final agenda and papers will be issued at least one week ahead of meetings and any member can submit an item to be discussed (which should be provided at least two weeks prior to the meeting)
- 3.4 Brief Minutes of the meeting will be taken and circulated no later than three weeks after formal meetings. Minutes will be available to all Parole Board members. Relevant information will be published on our web pages.
- 3.5 Applications will ordinarily be assessed outside formal meetings, and in line with the procedure as set out in the Research Framework.
- 3.6 The RGG will freely discuss matters openly without fear of comments made at meetings being used out of context at a later date. Attendees should be aware of the need for discretion.
- 3.7 These Terms of Reference will be reviewed at least every three years.

Agreed: 13 July 2018

Amended: 28 April 2020 and 17 November 2021

Next Review due by: November 2024