Research Governance Group

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 Research Framework is followed and periodically reviewed 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 and to inform future organisational strategy; to report periodically to the SMT and Management Committee, at least twice a year.

2. **Membership of Group**

   2.1 The group will be chaired by the Parole Board Chairman, or alternate as appropriate.

   2.2 The attendees of the Research Governance Group will consist of the following:

   - The RGG Chair
   - Senior Representative from BIDD
   - Senior Representative from MDP
   - Representative from RADAR
   - A current Parole Board member with an academic background
   - An external academic
   - Head of Business Development
2.3 Other individuals may be invited to attend by the Chair where there is a need for their knowledge and experience in relation to a particular issue. These may include groups/bodies such as the MoJ NRC, funding organisations and Parole Board Members.

2.4 Individuals undertaking research may be invited to attend by the Chair 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 Head of Business Development.

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 3 weeks after meetings. Minutes will be available to all Parole Board members. Minutes 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 Feel free to 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.

Agreed: 13 July 2018