

## 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 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 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 RGG will consist of the following:
  - The RGG Chair
  - Two current Parole Board members with an academic background (appointable)
  - An external academic (by invitation)
  - Representative from the Management Committee (co-opted)
  - Senior Representative from the SLT
  - Head of Policy and Practice
  - Lead for Policy and Research (or designate)
- 2.3 Selection of appointable members will be through an Expression of Interest campaign. Tenure for appointable members will be for a minimum period of three years, renewable for a further three years, to a maximum of six years.



- 2.4 The Management Committee itself will determine which member will be co-opted onto RGG. Tenure for the co-opted member from the Management Committee will be for a minimum period of three years, renewable for a further three years, to a maximum of six years. It is possible for this to run consecutively to any previous tenure of the RGG as an appointed member.
- 2.5 Members of the RGG can be invited to remain involved with RGG once their three or six-year tenure has expired. This would be on the basis as a Former Active RGG Member. The member will need to remain engaged with other Parole Board work, either as a full or Former Active member. Former Active RGG Members will take on ad-hoc RGG work, primarily limited to considering Research applications submitted directly to RGG or via the Ministry of Justice National Research Committee. Former Active RGG Members will not ordinarily be involved in RGG committee business.
- 2.6 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.
- 2.7 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. Meetings will be advised and facilitated by the Policy and Practice Hub.
- 3.2 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)
- 3.3 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 or staff via SharePoint. Relevant information will be published on the Board's web pages.
- 3.4 Applications will ordinarily be assessed outside formal meetings, and in line with the procedure as set out in the Research Framework.
- 3.5 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.
- 3.6 These Terms of Reference will be reviewed at least every three years.

**Agreed: 13 July 2018**

**Last amended: 21 May 2025**

**Next Review due by: May 2028**



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