

Title	Research Committee Terms of Reference
Version	1.0
Author	Director Corporate Services
Reviewer	Research Committee
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Distribution	Board

Research Committee Terms of Reference

TERMS OF REFERENCE FOR RESEARCH COMMITTEE

1. The Board has established a Research Committee, hereafter referred to as the Committee. The Committee will serve the Board and support them in their responsibilities for issues of statutory functions of (4) Research as set out in the Criminal Justice (Scotland) Act 2003. The Committee shall conduct its functions in accordance with the RMA's Standing Orders.
2. The Research Committee is to support strategic planning and effective governance in relation to research projects. The Research Committee is to operate in line with the processes and principles as detailed in the Research Governance & Management Framework (FRGMA).
3. The Research Committee is to provide ethical guidance and approval for RMA Research Projects as detailed in Section 8 of the FRGMA.

MEMBERSHIP

4. The members of the Committee will be made up of members of the Board.
5. The Chief Executive and Head of Development (and any other member of staff agreed with the Chair) may attend to support the Committee.
6. Prior to being involved in Committee business new committee members will be required to participate in an induction course covering the FRGMA.

REPORTING

7. The Committee will formally report in writing to the Board and Accountable Officer after each meeting. A copy of minutes of the meeting may form the basis of the report. This can be formed around the recording of discussions relating to ethical approval of projects (as included in the FRGMA).
8. The Committee will provide the Board and Accountable Officer with an Annual Report, timed to support finalisation of the Annual Accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.
9. For every ethics review the Committee will consider the publication of the relevant documentation on the RMA website. This is with the aim of increasing transparency and confidence. Consideration may be given to the potential impact on factors like confidentiality, and research integrity.

RESPONSIBILITIES

10. The Committee shall conduct its delegated functions in accord the requirements of the Criminal Justice (Scotland) Act 2003.

11. The Committee will receive updates on the progress and risk management of the research projects. The Committee provide guidance on RMA research being conducted in line with the FRGMA.
12. Committee members will provide expert guidance on ethical and evidence based practice, research projects.
13. Committee members will provide ethical review and approval functions relating to RMA research activities. This does not include the routine collection of data for the purpose of monitoring, audit and review. The scope of research functions are defined in the FRGMA.
14. The Committee will periodically review the effectiveness of the FRGMA and report the results of that review to the Board and Accountable Officer.

RIGHTS

15. The Committee may:
 - 15.1. co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience; and
 - 15.2. procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board or Accountable Officer.

ACCESS

16. Representative of key relevant stakeholders shall have free and confidential access to the Chair of the Committee.

MEETINGS

17. The procedures for meetings are:
 - 17.1. the Committee will meet 3 monthly. The Chair of the Committee may convene additional meetings, as they deem necessary;
 - 17.2. a minimum of 2 members of the Committee be present for the meeting to be deemed quorate;
 - 17.3. Committee meetings will normally be attended by the Accountable Officer, Head of Development and Development Lead.
 - 17.4. the Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter;
 - 17.5. the Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;

- 17.6. **Conflict of Interest**¹. Before progressing the meeting agenda, the chair will ask members to declare any interests in relation to items for decision or discussion. If a member is unsure about whether an interest they have could become a conflict of interest, they must discuss the matter with the Chair of the Committee. If it is the Chair of the Committee who has the potential conflict of interest they must discuss the matter with the Convener of the Authority. The Committee Chair (or the Convener) will have the final say on whether the matter raised constitutes a conflict of interest.
- 17.7. If after such a discussion with the Committee Chair (or the Convener where it is the Chair who has the conflict), it is concluded that there is a conflict of interest, the member will absent her/himself from the relevant part of the meeting. This will be recorded in the minute.
- 17.8. the Board or Accountable Officer may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.
- 17.9. Committee meetings may take place through a virtual, blended or face-to-face format.
- 17.10. Where unable to attend a meeting a committee member can submit written representations to the Chair.

¹ Committee members must consult the RMA Code of Conduct for board members to determine a conflict of interest.

Change Log:

Date	Version	Reviewer	Original	Amendment
20/06/2022	1	Research Committee		No Amendments
13/02/2023	1	Research Committee		No Amendments

Appendix 2

Accreditation Committee Members Effective February 2022					
Name	Status	From	To	No. of Years	Notes
Joe Judge	Chair	Jun-22		1	Chair since 2022
Michele Gilluley	Member	Jun-22		1	
Aileen Burnett	Member	Jun-22		1	
Jim Farish	Member	Jun-22		1	

Research Committee Meeting & Reporting Schedule 2023-24

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Lead
1. Meeting Schedule													
Research Committee Meetings			19				16				26		PK
2. Research and Ethics Proposals													
OLR Victims Research Project (proposal and ethics)													GTT
Internet Offending Research (proposals and ethics)													GTT
3. Updates on ongoing projects													
OLR Psychopathy/Personality Disorder													RW
What Works Review													RW
OLR Offending Profiles													RW
OLR Victim Study													RW
Internet Offending Research													GTT/RW
4. Research Governance													
Framework Research Governance Management Assurance – Annual Review											0		GTT
5. Corporate Governance													
Review Committee self-evaluation reports													PK
Review Committee terms of reference and member composition													PK