



CENTRE FOR
FORENSIC HOPE

RESEARCH · LIVED EXPERIENCE · RENEWAL

*Improving lives in forensic communities
through the advancement of hope*

Advisory Board

Terms of Reference

Version 1.0 · June 2026

Centre For Forensic Hope Ltd · A company limited by guarantee · Non-profit making

Company number: 17294992

"Rigorous evidence is the most powerful tool we have."

forensichope.org.uk

1. Introduction and Constitutional Basis

1.1 These Terms of Reference govern the Advisory Board of Centre for Forensic Hope (“the Centre”).

1.2 The Advisory Board is established by the Board of Directors under clause 11.5 of the Constitution (Version 2.0). These Terms of Reference are made under that clause and must be read alongside the Constitution, the Code of Conduct, and the Mission & Values document.

1.3 The Advisory Board exists to provide the Centre with rigorous, independent expert scrutiny — of its research quality and integrity, its professional standards, the development of the Forensic Hope Psychologist (FHP) qualification and accreditation framework, and its engagement with the wider field and with policymakers. It looks outward: at the quality and credibility of what the Centre produces and how it positions itself in the field.

The Advisory Board's function is distinct from that of the LEAG

The LEAG scrutinises the Centre itself — whether it is living up to its commitments to people with lived experience. The Advisory Board scrutinises the Centre's research quality, professional standards, and engagement with the field. These are complementary but separate functions. The Advisory Board does not oversee, direct, or hold authority over the LEAG.

2. Composition

2.1 The Advisory Board shall consist of between one and five members, appointed by the Board of Directors. The Board shall seek to ensure that members collectively bring expertise across forensic psychology, criminology, mental health, law, policy, and allied disciplines.

2.2 The Advisory Board shall at all times include at least one person with lived experience of forensic settings, in accordance with clause 11.5 of the Constitution. This requirement reflects the Centre's commitment to the centrality of lived experience across all its governance structures.

2.3 Advisory Board members serve in a personal capacity on the basis of their individual expertise and standing. They are not representatives of any organisation or institution by which they may be employed or with which they may be affiliated.

2.4 Advisory Board members are not Directors of the company and do not become guarantee members of the company by virtue of their appointment. They have no executive authority over the Centre.

2.5 **Quorum.** The quorum for any formal Advisory Board meeting or decision is two members, or the full membership if the Advisory Board has fewer than two members at the relevant time. If the Advisory Board has only one member, that member may act alone and their advice shall be treated as formal Advisory Board advice for the purposes of these Terms.

3. Appointment

3.1 Advisory Board members are appointed by resolution of the Board of Directors, following a process designed to identify candidates of appropriate standing and expertise. The Board may advertise vacancies publicly, seek nominations from Fellows and members of the Centre, or approach individuals directly.

3.2 In selecting members, the Board shall have regard to: (a) expertise across the disciplines relevant to the Centre's objects; (b) independence from the Centre's executive management; (c) diversity of background, discipline, and perspective; and (d) the requirement in clause 2.2 above.

3.3 Before appointment, each member shall: (a) be provided with these Terms of Reference, the Constitution, the Code of Conduct, and the Mission & Values document; (b) confirm in writing that they have read and agree to be bound by them; and (c) declare any interests for entry in the Centre's register of interests.

3.4 The Centre Director shall notify Companies House of Advisory Board appointments where required by law, and shall maintain a current list of Advisory Board members on the Centre's website.

4. Tenure and Renewal

4.1 Each Advisory Board member is appointed for a term of one year, commencing on the date of appointment. A term does not renew automatically.

4.2 **Renewal.** Not less than six weeks before the expiry of each member's term, the Board of Directors shall consider whether to reappoint that member for a further one-year term.

Reappointment requires a positive resolution of the Board. If the Board does not pass such a resolution before the term expires, the appointment ends on expiry without further notice. There is no limit on the number of successive terms a member may serve, subject to the Board's assessment of the Advisory Board's composition needs and the member's continued suitability, independence, and availability.

4.3 Where the Board is minded not to reappoint a member, it shall notify that member in writing not less than four weeks before expiry, giving brief reasons, and shall invite the member to make any representations they wish before the Board's decision is finalised.

4.4 **Vacation of position — Track 1 (automatic).** An Advisory Board member's position ends automatically and without further process on: (a) resignation by written notice to the Advisory Board Chair or, if they are the Chair, to the Board of Directors; or (b) expiry of their term without reappointment under clause 4.2.

4.5 **Removal — Track 2 (Board-initiated, process required).** The Board of Directors may remove an Advisory Board member during their term on grounds of: (a) absence without good reason from two or more consecutive Advisory Board meetings; (b) serious misconduct under the Code of Conduct; (c) conduct that brings, or risks bringing, the Centre into disrepute; or (d) a material conflict of interest that cannot reasonably be managed. Before removing a member under this clause, the Board shall: (i) give the member written notice of the grounds and not fewer than 14 days to respond in writing; (ii) consider any response received; and (iii) make its decision by resolution, excluding any conflicted Director. The member may request reconsideration of the decision within 21 days of being notified of it, by written notice to the Chair of the Board. Reconsideration shall be by a panel of two Directors who were not involved in the original decision, whose determination is final.



4.6 An Advisory Board member whose position ends for any reason has no entitlement to compensation by reason of that ending, unless otherwise agreed in writing with the Board.

5. The Advisory Board Chair

5.1 The Board of Directors shall appoint a Chair of the Advisory Board from among its members, by resolution. The Chair serves as Chair for the duration of their term as an Advisory Board member, subject to clause 5.3 below.

5.2 The Chair is responsible for: (a) convening and chairing Advisory Board meetings; (b) reporting to the Board of Directors on behalf of the Advisory Board not fewer than twice each year, in person or in writing; (c) attending Board meetings as an observer when invited, or when matters falling within the Advisory Board's remit are under consideration; (d) communicating formal Advisory Board advice and recommendations to the Board of Directors in writing; and (e) liaising with the LEAG Chair on matters of shared relevance.

5.3 If the Chair resigns from the Chair position or ceases to hold Advisory Board membership, the Board of Directors shall appoint a new Chair from among the remaining members at its next meeting. In the interim, the remaining members may designate one of their number to act as interim Chair.

5.4 The Centre Director shall provide the Chair with reasonable administrative support to fulfil this role.

6. Purpose and Responsibilities

The Advisory Board's core purpose is independent expert scrutiny of the Centre's research, standards, and field engagement. Its responsibilities include:

6.1 **Research quality and integrity.** Reviewing and advising on the quality, rigour, and ethical standards of the Centre's research programme and publications, including co-produced research involving people with lived experience, and advising on the Centre's research strategy.

6.2 **Professional standards and the FHP qualification.** Providing independent advice on the development, content, assessment, and accreditation framework of the Forensic Hope Psychologist (FHP) qualification, including its alignment with relevant professional standards, the PSA Accredited Registers programme, and best practice in forensic and allied fields.

6.3 **Training and education.** Advising on the quality and currency of the Centre's training programmes and educational resources, and their alignment with the evidence base and professional practice.

6.4 **Field engagement and policy.** Supporting the Centre's engagement with the wider academic, professional, and policy community, including advising on dissemination strategies, partnerships, and the Centre's public positioning.

6.5 **Lived experience integration.** Advising on whether lived experience is being meaningfully integrated into the Centre's research and training, in accordance with the Centre's commitments — a responsibility that sits alongside, and does not replace, the distinct accountability function of the LEAG.



6.6 Formal advice and recommendations. Providing formal written advice or recommendations to the Board of Directors on any matter within the Advisory Board's remit, at the Board's request or on the Advisory Board's own initiative. The Board shall consider all formal Advisory Board advice and publish a response where appropriate.

6.7 Annual report. The Advisory Board Chair shall submit a brief written report for inclusion in the Centre's annual report to members, summarising the Advisory Board's work during the year.

7. Meetings

7.1 The Advisory Board shall meet not fewer than twice per year. Meetings may be held in person, by video or telephone conference, or by any means by which all participants can communicate simultaneously.

7.2 The Chair shall give members not fewer than 14 days' notice of each meeting, together with an agenda and relevant papers. Shorter notice may be given if all members agree.

7.3 The Advisory Board shall keep a written record of each meeting, including any formal advice or recommendations made. Copies shall be provided to the Board of Directors and retained with the Centre's records.

7.4 Decisions and formal advice of the Advisory Board are agreed by simple majority of members present and voting. The Chair has a casting vote in the event of a tie. Advice may also be agreed by written resolution of all members.

7.5 The Centre Director may attend Advisory Board meetings as an observer. The LEAG Chair may attend by invitation, in accordance with clause 11.5A of the Constitution. Other persons may be invited to attend for specific agenda items by agreement of the Advisory Board Chair.

8. Remuneration and Expenses

8.1 Advisory Board members, including the Chair, may receive remuneration for their contribution, at rates and on terms determined by the Board of Directors from time to time. Any remuneration is subject to clause 6 of the Constitution and must be reasonable and proper for the services rendered.

8.2 Advisory Board members are entitled to reimbursement of reasonable out-of-pocket expenses incurred in the performance of their role, in accordance with the Centre's expenses policy as published by the Board.

8.3 The Chair shall receive additional remuneration for the Chair role, at a rate determined by the Board, reflecting the additional reporting, liaison, and representational responsibilities of the position.

9. Conflicts of Interest

9.1 Advisory Board members shall declare any personal, professional, financial, or reputational interest in any matter under consideration, whether on appointment or as interests arise, for entry in the Centre's register of interests.

9.2 A member with a conflict of interest in a matter shall withdraw from discussion and the giving of advice on that matter, unless the remaining members resolve otherwise. A withdrawn member shall



not count in the quorum for that matter.

9.3 Where a conflict of interest is significant and ongoing, the Board of Directors may determine that it is not compatible with continued Advisory Board membership.

10. Confidentiality and Conduct

10.1 Advisory Board members agree to treat as confidential any information shared with them in the course of their role that is not otherwise in the public domain, including personal data about members, unpublished research, and details of Board deliberations shared in confidence.

10.2 Advisory Board members are bound by the Centre's Code of Conduct in all Centre contexts, including Advisory Board meetings and communications. Serious misconduct may result in removal from the Advisory Board by Board of Directors resolution.

10.3 Advisory Board members shall not represent themselves as Directors or officers of the Centre, or as having executive authority over its affairs.

11. Relationship with the Board and the LEAG

11.1 The Advisory Board advises the Board of Directors. It has no executive power and its advice is not binding on the Board, though the Board shall give serious consideration to all formal Advisory Board recommendations.

11.2 The Advisory Board Chair attends Board meetings as an observer, not as a Director or guarantee member, and has no vote at Board meetings. The Chair may speak at Board meetings when invited to do so by the Chair of the Board.

11.3 The Advisory Board does not oversee, supervise, or hold authority over the LEAG. The two bodies have distinct and complementary functions. The Advisory Board Chair and the LEAG Chair shall maintain regular liaison and may invite one another to attend relevant meetings.

11.4 The Board of Directors shall ensure the Advisory Board has access to sufficient information about the Centre's research, training, and standards work to fulfil its purpose, including relevant papers ahead of meetings.

12. Amendment and Review

12.1 These Terms of Reference may be amended by resolution of the Board of Directors, subject to any amendment being consistent with clause 11.5 of the Constitution.

12.2 The Board shall review these Terms of Reference not less than once every two years, in consultation with the Advisory Board, and shall publish any revised version to members.

Advisory Board Terms of Reference v1.0 · June 2026 · Made by the Board of Centre For Forensic Hope Ltd under clause 11.5 of the Constitution (v2.0). Read alongside the Constitution, Code of Conduct, and Mission & Values at forensichope.org.uk · enquiries@forensichope.org.uk