



CENTRE FOR
FORENSIC HOPE

RESEARCH · LIVED EXPERIENCE · RENEWAL

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

Lived Experience Advisory Group

Terms of Reference

Version 1.0 · June 2026

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

Company number: 17294992

"The people closest to the problem hold the most important knowledge."

forensichope.org.uk

1. Introduction and Constitutional Basis

1.1 These Terms of Reference govern the Lived Experience Advisory Group (“LEAG”) of Centre for Forensic Hope (“the Centre”).

1.2 The LEAG is established and maintained by the Board of Directors under clause 11.6 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 LEAG exists because lived experience of forensic settings is not background context — it is expertise. The LEAG’s purpose is to hold the Centre accountable to its own values from the inside, advising the Board on whether the Centre’s work, practices, language, research design, training, governance, and commitments to people with lived experience are being upheld in practice.

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

The Advisory Board scrutinises the Centre’s research quality, professional standards, and engagement with the wider field. The LEAG scrutinises the Centre itself — whether it is living up to its commitments to the people it exists to serve. These are complementary but separate functions. The LEAG reports to the Board; it is not subordinate to the Advisory Board.

2. Composition

2.1 The LEAG shall consist of between one and five members, all of whom must hold current Lived Experience Membership (LCFH) of the Centre at the time of appointment and throughout their tenure.

2.2 Membership of the LEAG is open to any LCFH member in good standing who is willing and able to fulfil the role. The Board shall take reasonable steps to ensure that the LEAG’s composition reflects diversity of experience across different forensic settings, including prisons, secure hospitals, immigration detention, and probation and community justice services, and across protected characteristics.

2.3 LEAG members serve in a personal capacity. Membership of the LEAG does not confer any additional membership grade, post-nominal letter, or directorial status within the Centre.

2.4 **Quorum.** The quorum for any formal LEAG meeting or decision is two members, or the full membership if the LEAG has fewer than two members at the relevant time. If the LEAG has only one member, that member may act alone and their recommendations shall be treated as formal LEAG recommendations for the purposes of clause 11.6 of the Constitution.

3. Appointment

3.1 LEAG members are appointed by the Board by resolution, following an open expression of interest process open to all LCFH members in good standing. The Board shall publish notice of any vacancy to all LCFH members with not fewer than 14 days for expressions of interest to be received.

3.2 In selecting members, the Board shall have regard to: (a) the breadth and diversity of lived experience represented; (b) willingness and capacity to engage in the LEAG’s work; and (c) the

Centre's commitment to inclusion and accessibility.

3.3 Before appointment, each member shall be provided with these Terms of Reference, the Constitution, the Code of Conduct, and the Mission & Values document, and shall confirm in writing that they have read and agree to be bound by them.

3.4 The Board shall make reasonable adjustments to the appointment process and to the LEAG's working practices to ensure that participation is genuinely accessible, having regard to licence conditions, supervision requirements, security clearances, travel, cost, and digital access.

4. Tenure and Renewal

4.1 Each LEAG 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 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 remaining an LCFH member in good standing.

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).** A LEAG member's position ends automatically on: (a) resignation by written notice to the LEAG Chair or, if they are the Chair, to the Board; (b) expiry of their term without reappointment; or (c) ceasing to hold LCFH membership for any reason.

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

4.6 A LEAG 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 LEAG Chair

5.1 The LEAG shall elect a Chair from among its members, by simple majority vote. The election shall take place at the first meeting of a newly constituted LEAG and thereafter at the first meeting following a vacancy in the Chair position.

5.2 The Chair serves as Chair for the duration of their term as a LEAG member, unless they resign from the Chair position by written notice to the Board or cease to hold LEAG membership.

5.3 The Chair is responsible for: (a) convening and chairing LEAG meetings; (b) reporting directly to the Board on behalf of the LEAG not fewer than twice each year; (c) attending Board meetings as an observer when matters affecting people with lived experience are under consideration; (d) communicating formal LEAG recommendations to the Board in writing; and (e) liaising with the Advisory Board Chair as appropriate.

5.4 The Chair may attend any meeting of the Advisory Board and shall be invited to do so when the Advisory Board is considering matters that directly affect people with lived experience in forensic settings.

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

6. Purpose and Responsibilities

The LEAG's core purpose is accountability — holding the Centre to its commitments to people with lived experience, from the perspective of those with direct experience of forensic settings. The LEAG's responsibilities include:

6.1 Reviewing Centre practices. Advising the Board on whether the Centre's work, language, research design, training content, member communications, and governance practices reflect and uphold the commitments set out in the Mission & Values document and the Centre's Commitment to People with Lived Experience.

6.2 Research and training input. Providing input, on request or on its own initiative, into the design, conduct, and dissemination of research and training programmes, from the perspective of lived experience.

6.3 Accessibility review. Advising the Board on whether the Centre's events, publications, membership, and governance processes are genuinely accessible to people with lived experience of forensic settings, including having regard to licence conditions, supervision, digital access, cost, and safety.

6.4 Language and culture. Raising concerns with the Board where Centre materials, communications, or member conduct are inconsistent with the respectful, person-first language and culture the Centre is committed to.

6.5 Annual Members' Meeting. The LEAG Chair, or a nominated LEAG member, is entitled to address the Annual Members' Meeting on behalf of the LEAG, and to submit a brief written report for inclusion in the Board's annual report to members.

6.6 Formal recommendations. Making formal written recommendations to the Board on any matter within the LEAG's remit. The Board shall publish a written response to every formal recommendation within sixty days of receipt, stating whether it accepts, declines, or defers the recommendation and giving reasons.

7. Meetings

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



simultaneously, and shall be arranged with reasonable regard to members' access needs.

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

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

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

7.5 The Centre Director, or their nominee, may attend LEAG meetings as an observer by invitation of the Chair. Other persons may attend by agreement of the LEAG.

8. Remuneration and Expenses

8.1 LEAG members, including the Chair, may receive remuneration for their contribution, at rates and on terms determined by the Board from time to time and published to LCFH members. Remuneration reflects that lived experience contribution is expertise.

8.2 LEAG 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 and liaison responsibilities of the position.

9. Confidentiality and Conduct

9.1 LEAG 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 and details of Board deliberations shared in confidence.

9.2 LEAG members are bound by the Centre's Code of Conduct in all Centre contexts, including LEAG meetings and communications. Serious misconduct may result in removal from the LEAG by Board resolution, and separately may be dealt with under the membership disciplinary process in clause 9 of the Constitution.

9.3 LEAG members shall declare any conflict of interest — personal, professional, or financial — in any matter under consideration, and shall withdraw from discussion and decision on that matter.

10. Relationship with the Board and Advisory Board

10.1 The LEAG reports directly to the Board. It is not a subcommittee of the Advisory Board and is not accountable to it.

10.2 The LEAG 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.



10.3 The LEAG may liaise directly with the Advisory Board on matters of shared relevance, particularly research design and standards affecting people with lived experience. The LEAG Chair may request a standing item at Advisory Board meetings for this purpose.

10.4 The Board shall ensure the LEAG has sufficient information about Centre activities to fulfil its purpose, including providing the LEAG with agendas and relevant papers ahead of Board meetings at which matters within the LEAG's remit are to be considered.

11. Amendment and Review

11.1 These Terms of Reference may be amended by resolution of the Board, subject to any amendment being consistent with clause 11.6 of the Constitution.

11.2 Any material amendment to the LEAG's remit, composition, or tenure that would constitute a material amendment to the Centre's commitments to people with lived experience requires member approval by ballot under clause 12.10 of the Constitution before taking effect.

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

LEAG Terms of Reference v1.0 · June 2026 · Made by the Board of Centre For Forensic Hope Ltd under clause 11.6 of the Constitution (v2.0). Read alongside the Constitution, Code of Conduct, and Mission & Values at forensichope.org.uk · enquiries@forensichope.org.uk