



# Her Majesty's Inspectorate of Probation

## **HMI Probation Oversight & Scrutiny Advisory Group Terms of Reference April 2020**

1. The role of the Oversight and Scrutiny Advisory Group is to advise the Chief Inspector of Probation and senior team on how to develop the Inspectorate's approach to scrutiny and oversight, particularly in relation to the development and application of its core inspection standards framework, methodology and inspection frequency, as well as its deployment of thematic reviews.

### **Membership**

2. Advisory Group meetings will be chaired by the Chief Inspector or, exceptionally, the Director of Strategy and Research.
3. The Advisory Group is appointed by the Chief Inspector and shall consist of the Chief Inspector and approximately five appointed independent members.
4. Independent members will be appointed based on their specific knowledge and expertise. The nature of this expertise will be defined by the Chief Inspector as part of the allocation decision.
5. Appointments are made for a period of up to two years with the option to extend for a further 12 months. Appointments can be terminated either at the request of the independent member or by the Chief Inspector.
6. The independent members will usually be expected to attend all meetings. Where particular expertise is required, this will be made clear so that attendance/input by specific independent members can be maximised.
7. Alternates are not permitted. Should members not be able to attend, views by email on circulated papers will be welcomed.

### **Role**

8. The role of the Advisory Group is to advise the Chief Inspector and senior staff on issues it is asked to consider. While this will take place largely within the confines of the meetings, the Chief Inspector may request advice from individual members outside those meetings.
9. Independent members may be asked to contribute to specific pieces of work on an ad hoc basis, should they be willing.
10. The Chief Inspector reserves the right to disband or change the nature of the Group should they consider it to have satisfied its purpose.

### **Duties**

11. To consider and advise on HMI Probation's approach to oversight and scrutiny.
12. To consider the wider CJS and political context and advise on emerging issues for HMI Probation to be aware of and/or to consider.

13. To consider and advise on specific issues at the request of the Chief Inspector.
14. Possible conflicts of interest should be declared by all members as soon as they become aware to ensure independent advice is maintained.

### **Meetings**

15. The Advisory Group will meet twice a year. The chair may call additional meetings as they deem necessary.
16. Administration will be provided by HMI Probation. HMI Probation will set the agenda though members can suggest agenda items.
17. Meeting dates will be set for a 12-month period on a rolling basis. Where possible a forward look timetable for meeting agendas will be developed.
18. The agenda and papers will be distributed to members about a week before the meeting date so members have time to consider and prepare for the discussion items.
19. A quorum shall be considered to be three members, one of whom should be the Chief Inspector or the Director of Strategy and Research.
20. Members will be required to attend meetings. If members are absent on two consecutive occasions the Chief Inspector may discuss whether membership can continue.
21. Other members of HMI Probation staff may be asked to attend Advisory Group meetings, as appropriate.
22. The Advisory Group may recommend other individuals attend meetings, for example to hear a particular stakeholder's point of view on a matter. The invitation may be for the entire meeting or for a specific item(s).
23. Appointed independent members are entitled to seek their reasonable travel costs and to claim a fee of £150 for each meeting.

### **Reporting**

24. Notes will be taken of each meeting of the Advisory Group to assist the Chief Inspector only.
25. The names of Advisory Group members and the Group's Terms of Reference will be published on the HMI Probation website.
26. These terms of reference will form part of HMI Probation's Governance Framework and will be reviewed periodically when governance is reviewed.

## **Annexe: Membership**

Oliver Lodge, NAO

Dame Anne Owers, IMB

Prof Stephen Shute, Sussex University

Wendy Williams, HMICFRS