



CYMDEITHAS DDYSGEDIG CYMRU THE LEARNED SOCIETY OF WALES

Knowledge Exchange Advisory Group

Terms of Reference

Approved by Council on 15th July 2026

Purpose

In accordance with the provisions of the Royal Charter and its Bye-laws (Bye-law 5 (5.4)), Council has established a Knowledge Exchange Advisory Group.

The Group advises on and supports the development and delivery of knowledge exchange activities, including Policy Networks / Communities of Interest (name and format TBC); and supports the design, prioritisation, and quality assurance of Fellow-led knowledge exchange activities.

The purpose of the Group is not to recommend LSW policy positions. However, if this arises as a result of knowledge exchange activities, the group does not hold decision-making authority for LSW policy positions, these remain the responsibility of Council.

Reports to

- General Purposes Committee

May provide advice to:

- Staff delivering external activities
- Council
- Other Committees

Membership

The Advisory Group shall consist of the persons following, namely:

- i. Members ex officio:
 - LSW staff lead – Head of Public Policy
 - LSW administrative support staff
- ii. One member of Council appointed from their number, who shall be appointed as Chair,

- iii. A minimum of six members appointed by the Chair from among the Fellowship, drawn from a range of disciplines and with strong experience and track record in using evidence to inform policymaking.
- iv. Such other person or persons as the Advisory Group may think fit to co-opt as members.
- v. Members should normally have knowledge or skills in public policy, public affairs, or related disciplines, including experience of engagement with governmental or parliamentary processes.

Quorum

The Quorum for meetings of the Advisory Group shall be **five**.

Term / Appointment

Appointed and co-opted members shall serve for a term of three years, or such other period as the appointing body may decide.

They shall ordinarily be eligible to serve for not more than two consecutive terms, following which a further period of one year shall elapse before any such member shall be eligible for re-appointment.

In exceptional circumstances, and where it is demonstrated that continuity of specialist expertise is required and that suitable alternative Fellows are not available, the Chair may approve an extension of tenure or a further term beyond these limits. Any such extension shall be time-limited and subject to formal review by the Chair.

The Advisory Group may, as necessary, co-opt individuals (whether Fellows or non-Fellows) to contribute specialist expertise to specific agenda items or to attend particular meetings where their input is required. Such co-option shall be for a period determined by the Advisory Group, in accordance with its delegated authority.

The Advisory Group, when appointing members, shall be mindful of the Society's commitment to the Equality Act 2010 and its Equity, Diversity and Inclusion Plan.

Responsibilities

The Advisory Group shall:

- i. Oversee and provide advice for LSW's knowledge exchange activity, including Policy Networks / Communities of Interest (name and format TBC).
- ii. Support the development of guidance and frameworks for Fellow-led knowledge exchange activity.
- iii. Provide advice on the quality and suitability of knowledge exchange outputs prior to publication. Any outputs that contain proposed LSW policy positions must be approved by Council.

- iv. Support LSW in maximising the visibility and impact of its work within policymaking environments.
- v. Provide advice to Council on ad hoc public policy matters, including urgent or time-sensitive issues.
- vi. Draw Council's attention to any strategic risks or emerging issues relevant to its remit.
- vii. The Advisory Group shall report on its work to the General Purposes Committee, which shall provide oversight of its programme of work and ensure that matters requiring Council approval, decision or strategic direction are referred to Council as appropriate.
- viii. Ensure that Council and the General Purposes Committee have adequate information to enable them to discharge their responsibilities.
- ix. Exercise such delegated powers as may be granted to it by Council, for such period and on such conditions as Council may determine, in accordance with Bye-law 5.