



Let's Go Outside and Learn CIC

Specialist Advisory Group

Terms of reference

Version 1.0 Draft
8th April 2026

Introduction

This document details the terms of reference for the Advisory Group for Let's Go Outside and Learn CIC. The terms of reference defines the purpose and structures of the group who have agreed to work together.

Members are accountable to the Board of Directors and expected to uphold the values and strategic objectives of the organisation.

The Advisory Group does not have any delegated authority.

1. Group Name

“Specialist Advisory Group for Let's Go Outside and Learn CIC”

2. Term

This Terms of Reference is effective from [date] and continues for one calendar year when it will be reviewed. Members are eligible to serve for multiple terms.

Members are eligible to be nominated as a director, and their term as advisory group member will not affect their term as a director.

3. Committee Aim

The advisory group comprises people with expertise in their fields and service users who represent key interests and areas of expertise. The purpose of the group is to advise and further the work of Let's Go Outside and Learn CIC.

The advisory group will provide external advisory guidance to the board of directors of Let's Go Outside and Learn CIC to provide an additional perspective on the organisation's strategic mission, goals, values and activities.

The advisory group members are expected to support the organisations aims and strategy.

4. Purpose and Aim of the Working Group's outputs

We aim to recruit advisers with skills that will enhance the governance of LGOAL and support the Directors by creating an advisory group outside of the board, we can recruit people with specific skills or experiences which to supplement those of the directors. Examples of skills gaps could be the view of a service user, ethnicity, diversity and inclusion, finance experience or legal experience. It is expected that advisers will have contacts into relevant stakeholder groups.

This group acts in an advisory capacity and does not have authority for decision making on behalf of the board of directors and is not expected to take over any of the directors' responsibilities.

From time to time, specific queries may also be addressed to the advisory group by directors where the experience of the advisory group may be useful.

The Board of Directors of Let's Go Outside and Learn CIC are ultimately accountable for the governance of the organisation and delivery of the work programme. The advisory group can advise on matters relating, but not limited to:

- The promotion and further development of the governance of the organisation including strategy and policy
- Financial or legal expertise
- Marketing expertise
- Relevant national/local policy that may impact the organisation
- Possible partnership working and involvement of other organisations
- The involvement of service users
- Sources of funding to further the work of the organisation

5. Structure of meetings

The working group will convene four times a year.

The meeting will be recorded in minutes summarising discussion around points set out in an agenda and agreed by the directors' board prior to the group meeting.

The advisory group will prepare a set of recommendations for future work.

The meetings will be an opportunity for the directors to share vital information with the advisory panel and for the advisory panel to input their comments or issues.

6. Selection of group members

Members of the group will be considered and selected by the board of directors who retain overall oversight of group membership and determine this process. There is no specific limit on the term for advisory group members, but their membership will be reviewed on an annual basis by considering the organisation's needs, balance of advisory group membership (e.g. Ethnicity, diversity and inclusion and skills), and engagement of the members with the group.

The membership is recommended (but not required) to be in the region of 6-8 members to ensure that meeting attendance is high and productive discussion.

7. Committee Roles

Each member of the advisory committee will be recruited with a specific objective in mind, for example giving advice on a current issue the trustee board is dealing with, filling a skills gap, or providing connections to stakeholders. The advisory group member can work with directors outside the meetings to develop ideas and policies if this is required and the member has the capacity to do this. Advisory Group members are expected to:

Provide specialist advice and insight.

Support the directors of Let's Go Outside and Learn to deliver the vision, mission and values of the organisation by contribution their knowledge and expertise.

Make recommendations or offer feedback to the Board on the above activity.

Support the planning and preparation of new 5-year strategic plan and prepare the organisation to become a charity.

Participate in working groups as needed to progress specific strands of activity.

Champion the aims of Let's Go Outside and Learn and support its development.

Promote Let's Go Outside and Learn through personal &/or professional networks where appropriate.

8. Budget

Any costs by members of the board should be pre-approved by a board member and submitted by invoice in arrears in the last week of each month for payment.

9. Reporting

Papers relating to the meeting will be sent to advisory group members in advance of the meeting.

The advisory group meetings should be chaired by a member of the group and the advisory group meeting agreed in advance.

The meeting must have the attendance of at least one of the Directors as available. The director present at the advisory group will report on progress at the next monthly directors' meeting and produce minutes of the meeting as a record. There should be at least 3 special advisors in attendance for a quorum.

10. Equality, Diversity, Inclusivity and Accessibility

The advisory board should have at least one member that is specifically advising on improving equality, diversity, inclusion and accessibility to the directors' board and in project delivery. Any involvement in the steering group or other voluntary activity is covered by our insurance and other policies.

Vision, mission and values of Let's Go Outside and Learn CIC

Our Vision

A world where everyone feels connected to nature and benefits from being together outside.

Our Mission

To offer inclusive access to nature for urban communities, promoting health, wellbeing and belonging.

Our Values

1. Community focus

Using nature as a vehicle to reach communities at grass roots level to understand their needs, aspirations and build trust.

2. Equity & Inclusion

We welcome and value everyone, and strive to create opportunities that are inclusive, equitable and open to all individuals and communities.

3. Belonging

We nurture a sense of belonging in nature by building trust and shared experiences where people feel connected, respected and part of a shared community.

4. Opportunity to Flourish

Through time spent in nature we offer experiences that inspire individuals, promote wellbeing and give opportunities for learning.

5. Stewardship

We encourage sustainable choices, take responsibility for our local environment, foster a curiosity in nature and encourage social action.

6. Accessibility & Trust (description to include safety)

We strive to create a trusting, welcoming, safe and inclusive environment.