



MINUTES of the meeting of the Research Ethics Sub-Committee (the 'Committee') held at 10:00 on 26 May 2022 – (held via MS Teams during the COVID-19 pandemic).

Present:

Professor Gary Jones (Chair)

Kelly Butterworth

Dr Ben Dalton

Prof Hayley Fitzgerald

Dr Brian Jones

Dr Alex Kenyon

Stuart Morris

Dr Angela Murphy

Miriam Pelusi

Dr Nirmala Pillay

Dr Martin Pritchard

Dr Andrew Wilson

In attendance:

Pam McLaren (Secretary)

Dr Nova Deighton-Smith

Lorna Gladstone

Marion Meager

Penny Wymer

Apologies:

Dr Peter Branney

Dr Tina Conkar

Dr Michalis Kakos

Dr Andrew Lawson

Dr Sophia Price

Dr Claire Surr

Martin Watson

Part A: Preliminary Items

Declarations of interest

046.2021.REE No declarations of conflict of interest were made.

Membership

047.2021.REE The Committee received a report from the Secretary presenting the current terms of reference and membership profile (paper reference REE-2021-047). It was **noted** that:

048.2021.REE (a) The Chair welcomed back Stuart Morris, REF & Research Policy Manager, following a year of secondment to Research England.

Minutes

049.2021.REE

The Committee AGREED that the minutes of its meeting held on 22 March 2022 were an accurate record (paper reference REE-2021-048).

Matters arising

050.2021.REE The Committee Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 22 March 2022 (paper reference REE-2021-049) it was **noted** that:

All items had now been completed.

Part B: Items for Information & Monitoring

Research ethics audit action plan monitoring 2021/22:

051.2021.REE The following Schools provided an update on their School Research Ethics Audit action plan monitoring 2021/22:

- 052.2021.REE
- Leeds School of Arts (paper reference REE-2021-050)
 - Built Environment, Engineering & Computing (paper reference REE-2021-051)
 - Carnegie School of Education (paper reference REE-2021-052)
 - School of Health (paper reference REE-2021-053)
 - Cultural Studies & Humanities (paper reference REE-2021-054)
 - Leeds Business School (paper reference REE-2021-055)
 - Leeds Law School (paper reference REE-2021-056)
 - Social Sciences (paper reference REE-2021-057)
 - Carnegie School of Sport (paper reference REE-2021-058)
 - Events, Tourism & Hospitality (paper reference REE-2021-059)
- It was **noted** that:
- (a) All School Research Ethics Audit action plan monitoring reports had been continuing well.
 - (b) Most Schools had adopted a best practice approach.
 - (c) Discussions took place around block approvals. It was noted that block approvals would be discussed in further detail at the Away Day on 23 June 2022.

PREVENT Duty report

053.2021.REE The Chair gave a verbal update on the Prevent Duty applications. It was **noted** that:

There had been six submissions, all entered by mistake. The Chair would consult accordingly with the Research, Information Governance team and consider how to improve the process.

Part C: Items for discussion/decision

Update on a SLWG – Public Involvement in Research (PIR) guidance

- 054.2021.REE Dr Nova Deighton-Smith, co-opted member of the Committee, gave a verbal update on the PIR guidance. It was **noted** that:
- (a) The guidance and example documents, including terms of reference would continue to be collated, to be stored in a shared drive that would be created for colleagues to access.
 - (b) Dr Nova Deighton-Smith and Dr Claire Surr would liaise with colleagues in the Obesity Institute.
 - (c) Training would be developed and provided for staff and students.
 - (d) Outcomes of the working group would be presented at the next meeting of the University Research Ethics Sub-Committee in September 2022.

Update on verbal/written consent by vulnerable people

- 055.2021.REE The Head of Information Governance gave an update on obtaining consent from vulnerable groups, (paper reference REE-2021-060). It was **noted** that:
- 056.2021.REE
- (a) Following a presentation at the last Committee meeting, contact had been made with the Equality Diversity and Inclusion team for their view.
 - (b) The report had been taken as read.

Update on development of SLWG on UG ethics

- 057.2021.REE The School Research Ethics Co-ordinator for the Carnegie School of Sport gave a brief verbal update on the Short Life Working Group on Undergraduate ethics. It was **noted** that:
- (a) This was part of the ongoing review of all research systems.
 - (b) Three meetings had been held with staff following the training session from David Carpenter earlier in the year.
 - (c) Staff shared frustrations with the current online research ethics system in relation to UG ethics processes.
 - (d) The online research system would be on the agenda of the Away Day on 23 June 2022.

Away day – 23 June 2022

- 058.2021.REE The Chair gave a verbal update on the face-to-face University Research Ethics Sub-Committee Away Day. It was **noted** that:
- (a) The following agenda items for the Away Day had been proposed, to include the online research ethics system; block approvals, UG discussion; a new chair; ethical approval.
 - (b) The morning of the Away Day would be spent discussing priority items, to continue through the afternoon until the finish. Refreshments and a break for lunch that will be provided at 12noon.
 - (c) As funding had not been available, the pilot for the new research ethics online system would now commence the following academic year of 2023/24.

- (d) In the meantime, the few changes proposed in the previous meeting would be pursued by the Chair and RIG team to be implemented by the Information Technology Service (ITS).

Part D: Other Business

Schedule of meetings and business for 2021/22 and 2022/23

- 059.2021.REE The Committee received its schedule of meetings and business for 2021/22 (paper reference REE-2021-061). It was **noted** that:
- 060.2021.REE The schedule of business for 2022/23 for the Research Ethics Sub-Committee would be updated on a rolling basis.

Date of next meeting

- 061.2021.REE The next meeting of the Research Ethics Committee would be held at 14:00 on 29 September 2022 via MS Teams to be confirmed.
- 062.2021.REE No other business was raised.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: _____