

Research Ethics Sub-Committee 07 December 2017

Summary of Proceedings

Then forty eighth meeting of the Research Ethics Sub-Committee was held at 1400 on 07 December 2016. Papers for the meeting are available on the research Ethics Sub-Committee webpage [here](#). The Research Ethics Sub-Committee's proceedings are summarized below. Full minutes will be published on the website once they have been approved by the Sub-Committee at its next meeting on 08 March 2017.

2015/16 Research Ethics Audit outcomes

- (a) The Sub-Committee received the report of the Research Ethics Audit for 2015/16 from the Carnegie Faculty and agreed that research ethics had been managed by the Faculty and that practice was compliant with the University regulations.
- (b) The report of the Research Ethics Audit for 2015/16 from the Faculty of Arts, Environment & Technology had not yet been completed in time for the meeting although it was confirmed that it was in the process of being finalised by the former Chair of the Faculty Research Ethics Committee. It was agreed that the audit report, when received, would be circulated to members of the Sub-Committee via email and feedback would be sought on whether research ethics had been managed by the Faculty and that practice was compliant with the University regulations. A decision on whether the Sub-Committee was satisfied that research ethics had been managed by the Faculty would be reported to the 08 March 2017 meeting.

Management of Research Ethics at School level

- (c) At the last meeting of the Research Ethics Sub-Committee on 05 October 2016 a discussion took place concerning the management of research ethics at School level following the dissolution of the Faculty Research Ethics Committees (FRECs). It was agreed that the Schools would need to provide details on how they would be replacing what was the FREC level scrutiny and this would be considered for approval by the Research Ethics Sub-Committee at this meeting.
- (d) Ten¹ out of the thirteen Schools provided details on how they would be managing research ethics following the dissolution of the Faculty Research Ethics Committees. The Sub-Committee discussed the proposals and approved nine of the proposals for the management of research ethics at School level.

¹ The ten Schools that submitted proposals were: School of Cultural Studies & Humanities; School of Built Environment & Engineering; School of Computing, Creative Technology & Engineering; School of Film, Music & Performing Arts; Leeds Business School; Leeds Law School; School of Education; School of Events, Tourism, Hospitality & Languages; School of Clinical & Applied Sciences; School of Health & Community Studies.

- (e) It was agreed that the School of Computing, Creative Technology & Engineering would be asked to provide further details concerning their approach as the proposal submitted did not provide enough detail to assure the Sub-Committee that research ethics would be managed appropriately.
- (f) The remaining Schools that had not submitted any proposals were: The Carnegie School of Sport; the School of Social Sciences; and the School of Art, Architecture & Design. It was agreed that in order to ensure that all arrangements were in place for the management of research ethics in Schools then these proposals should be sent in as soon as possible, and no later than January 2017, so that the Sub-Committee could review and approve them.

PREVENT update

- (g) It was confirmed that since the last meeting of the Sub-Committee there had been eight instances of the PREVENT question being completed so that a positive response was recorded in the online system. Of the eight instances, five had been erroneous, one had been approved as low risk with a recommendation for the research methodology to be reviewed as it required revising in order to be fit for purpose, and one had been referred back to the applicant for further information before a decision could be made on approval.
- (h) It was reported that the system continued to operate as planned and the ethics applications had been forwarded directly to the Chair of the Research Ethics Sub-Committee for consideration.
- (i) It was noted that the ongoing exercise to audit all current research in the University to determine whether any fell under the auspice of the PREVENT legislation was expected to be completed early in 2017.

Update from the Short Life Working Group (SLWG): Review and development of research ethics policy and processes.

- (j) Since the last meeting of the Sub-Committee the Chair of the Research & Enterprise Committee decided that that consideration of the proposal for the Research Ethics Policy would be put back to the 23 March 2017. This decision has been made due to the meeting of the Research & Enterprise Committee in January 2017 focusing solely on the presentations of research plans by each Director of Research.
- (k) Although progress on the review of the Research Ethics Policy had been slow, work had been undertaken to begin the benchmarking of our current Research Ethics Policy

against other comparator institutions in the sector as well as an initial consideration of how our current policy compares with sector guidance issued by Universities UK (UUK), the Research Councils UK (RCUK) and the UK Research Integrity Office (UKRIO). It was expected that the review of the Policy would be completed by the start of February 2017 with a revised version to be presented to the meeting of the Sub-Committee on 08 March 2017 followed by final consideration by the Research & Enterprise Committee on 23 March 2017. The SLWG would begin initial work on the review of the Research Ethics Procedures at the end of January 2017 and would present final proposals to the March 2017 meeting of the Sub-Committee, with final approval sought from the Research & Enterprise Committee in April 2017

Proposal for away-day for the management of ethics in the University

- (I) Following the successful away-day for the management of ethics in the University held in April 2016 it was agreed to hold another away-day in April 2017. The away-day would provide the opportunity for Schools to review and discuss their new arrangements for the management of research ethics and also allow feedback on the University's policy and procedures for research ethics and feed into the review currently being undertaken. Invitations would be sent to: Local Research Ethics Coordinators, members of School Research Ethics fora, Directors of Research, members of the University Research Ethics Sub-Committee, and staff at School level who support research ethics.

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