

Research Ethics Sub-Committee 04 October 2017

Summary of Proceedings

Then fifty first meeting of the Research Ethics Sub-Committee was held at 1400 on 04 October 2017. Papers for the meeting are available on the research Ethics Sub-Committee webpage: <http://www.leedsbeckett.ac.uk/partners/academic-governance/research-ethics-sub-committee/> 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 06 December 2017.

List of institutions/ethics committees that have been agreed for light touch approval process

- (a) The report provided an updated list of those partner institutions of our University, or ethics committees of partners of our University, where it had been agreed, due to our University being satisfied that the partner's own ethical approval processes were robust and are aligned with those of our University, that only a light touch ethical approval process was required.

PREVENT update

- (b) The report provided an overview of applications made on the on-line system for approval to undertake research that falls under the Prevent Duty in 2016-2017. The report provided information gathered across the University on research that is on-going that falls under the remit of the Prevent Duty, but which was approved before the research ethics approval process was modified to take the Duty into account. In the period 1 September 2016-31 August 2017 there were 22 student applications for approval to undertake research that falls under the Prevent Duty. 7 were rejected as they were sent by mistake. 15 gained approval, and that approval was given by the Chair of URESC as all were low-risk. The students came from all levels (UG L6; M; PhD). There were no staff applications to approve. In the survey of on-going, pre-approved research that might fall under the Prevent Duty, two PhD students and a research project were identified. All had been appropriately granted ethical approval and were logged on the research ethics approval system.

Insurance cover for research and potential clinical trials

- (c) The Sub-Committee was given a presentation concerning the University's process and protocols for insurance cover for research and potential clinical trials. The presentation provided an overview of: the insurance policies that the University currently took out; which were the most applicable for research activity; what researchers needed to be aware of when conducting research and clinical trials from an insurance perspective; and some details about recent case studies concerning insurance claims against universities.

Authorised IRAS sponsor signatory change - information for schools

- (d) The report advised on a change of our designated University sponsors for the Integrated Research Application System (IRAS). These changes apply to student and staff applications from Leeds Beckett University. It was confirmed that the Health Research Authority (HRA) has been advised and had responded to acknowledge the following changes:
- (i) Dr Karen Hind remains as sponsor
 - (ii) Professor Claire Surr and Dr Robert Brooks are new sponsors
 - (iii) Following his retirement, Professor Richard Hogston is no longer a sponsor

Research Ethics Procedures

- (e) The Sub-Committee was informed that IT Services were still in the process of finalising the proposed changes to online research ethics approval system and this work was expected to be completed in November 2017. The re-drafting of the written procedures is also delayed as further discussions are taking place with the Director of Research & Enterprise as to whether there will be any central support for research ethics in the newly developed Research & Enterprise central staffing structure. These timeframes are a delay compared with the proposed timeframes of having the system operational and the procedures re-written by the middle of October 2017. The Sub-Committee, at its December 2017 meeting, will expect to receive confirmation that the online system is ready to be implemented and that the written procedures have been re-drafted. To this end the Chair and Secretary of the Sub-Committee will be liaising with IT Services and the Director of Research & Enterprise.

2016/17 Research Ethics Audit outcomes

- (f) The Sub-Committee received the following School Research Ethics Audit reports for 2016/17:
- (i) School of Computing, Creative Technology, and Engineering;
 - (ii) Carnegie School of Education;
 - (iii) Leeds School of Business / Leeds School of Law (combined report);
 - (iv) School of Clinical & Applied Sciences;
 - (v) School of Health & Community Studies;
 - (vi) School of Health & Social Sciences.
- (g) The Sub-Committee agreed that research ethics was being managed by the above Schools and that practice was compliant with the University regulations. The following School Research Ethics Audit report would be presented at the December 2017 meeting of the Sub-Committee:
- (i) School of Art, Architecture & Design
 - (ii) School of the Built Environment & Engineering
 - (iii) School of Cultural Studies & Humanities

- (iv) School of Film, Music & Performing Arts
- (v) School of Events, Tourism & Hospitality
- (vi) Carnegie School of Sport

(h) One of the main reasons for the deferral of the above reports concerned the lack of available support for the report authors in sourcing the data. It was explained that following the move to a School reporting structure from a Faculty reporting structure a number of support staff had changed roles or had left the University and as a consequence it was more difficult to locate the correct data sources at the school level. The support to extract data from the online system had also been affected following changes in role for the staff who had in the past supported colleagues in this exercise. It was confirmed that as an interim measure a member of staff who had formerly provided support for the online system would support colleagues in sourcing their data from the online system for their audit reports.

Overview of the management of Research Ethics at School level

- (i) The Sub-Committee received a report providing and overview of the arrangements that each School had put in place to manage research ethics following the move to Schools and the dissolution of the Faculty Research Ethics Committees. It had been agreed that the Sub-Committee would receive this report once a year alongside the research ethics audit report from each school so that feedback could be received on how each Schools' approach was functioning, whether there were any improvements could be made, and also whether any good practice could be shared amongst Schools.
- (j) Feedback from the School Research ethics co-ordinators indicated that on the whole each Schools' approach was functioning and that ethical approval for higher risk research was being escalated through the correct channel in each School. Concern was raised however as to how the School Academic Committees were maintaining oversight of this activity. In some Schools the research ethics co-ordinators presented a standing report to each meeting of their School Academic Committee providing an overview of research ethics activity. In other Schools this type of reporting was not taking place. *The Sub-Committee agreed that the reporting of research ethics activity to the School Academic Committees should be taking place and guidance would be provided to Schools on how this could be carried out.*