

## MINUTES of the 04 October 2017 meeting

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### Present:

Professor Karl Spracklen (Chair)

Dr Rob Brooks

Dr Debbie Fox

Professor John O'Hara

Dr Liz Yeomans

Antonis Elia

Dr Jessica Guth

Professor John Sharp

Dr Neil Evans

Dr Alex Kenyon

Dr Heather Shore

### In attendance:

Stuart Morris (Secretary)

Greta Stout

Martin Watson

### Apologies:

Professor Eddie Abbot-Haplin

Dr Niall William Richard  
Scott

Professor Rob Shail

Professor Alan Simson

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## Part A: Preliminary Items

### Terms of reference and membership

001.2017.REE The Committee received a report from the Secretary presenting the current terms of reference and membership (paper reference REE-2017-001).

002.2017.REE The Committee **RESOLVED** that:

- (a) Professor John O'Hara would step down his role as a co-opted member of the Sub-Committee and would re-join as the School Research Ethics Co-ordinator representative for the Carnegie School of Sport. Professor O'Hara's terms of office would run until 31 August 2020.
- (b) Martin Watson would join the Sub-Committee to fill the vacancy as a co-opted member and his term of office would run until 31 August 2020.
- (c) Antonis Elia would join the Sub-Committee following his election to the vacant position of Research Student representative and his term of office would run until 31 August 2018.

## Declaration of interest

003.2017.REE No declarations of interest were made.

## Minutes

004.2017.REE The Sub-Committee **AGREED** the minutes of the meeting held on 17 May 2017 were confirmed as an accurate record (paper reference REE-2017-002).

## Matters arising

- 005.2017.REE (a) The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Sub-Committee held on 17 May 2017 (paper reference REE-2017-003).
- (b) *Arising from minute 058(a).2016.REE:* There continued to be no nominations put forward for the two vacancies on the Sub-Committee for Pro Vice Chancellors and these positions would therefore remain vacant.

## Part B: Monitoring

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

006.2017.REE The Committee received a report from the Chair of the Committee providing 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 (paper reference REE-2017-004).

## PREVENT Update

- 007.2017.REE (a) The Committee received a report from the Chair of the Committee providing an overview of applications made on the on-line system for approval to undertake research that falls under the Prevent Duty in 2016-2017 (paper reference REE-2017-005).
- (b) 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 had been 22 student applications for approval to undertake research that fell under the Prevent Duty. Seven were rejected as they were sent by mistake. Fifteen 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**

008.2017.REE 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.

009.2017.REE The Sub-Committee **AGREED** that a clear and simple set of guidelines for researchers concerning insurance cover for research being undertaken overseas would be beneficial. A proposal for a set of guidelines would be considered at the December 2017 meeting of the Sub-Committee.

### **Authorised IRAS sponsor signatory change - information for schools**

010.2017.REE (a) The report advised on a change of our designated University sponsors for the Integrated Research Application System (IRAS) – (paper reference REE-2017-006).

(b) It was confirmed that the changes applied to student and staff applications from Leeds Beckett University and the Health Research Authority (HRA) has been advised and had responded to acknowledge the following changes:

- (i) Dr Karen Hind remained as sponsor;
- (ii) Professor Claire Surr and Dr Robert Brooks were new sponsors;
- (iii) Following his retirement, Professor Richard Hogston was no longer a sponsor.

## **Part C: Items for discussion/decision**

### **Research Ethics Procedures**

011.2017.REE (a) The Chair provided a verbal update on the development of the Research Ethics Procedures.

(b) 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.

(c) The re-drafting of the written procedures had also been delayed as further discussions were taking place with the Director of Research & Enterprise as to whether there would be any central support for research ethics in the newly developed Research & Enterprise central staffing structure.

- (d) It was confirmed that the new timeframes for the development of the procedures were a delay when compared with the original 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, would expect to receive confirmation that the online system was ready to be implemented along with an update on the completion of the written procedures.
- (e) The Chair and Secretary of the Sub-Committee would be liaising with IT Services and the Director of Research & Enterprise and a further update would be provided at the next meeting of the Sub-Committee.

012.2017.REE

The Sub-Committee **AGREED** that further consideration would also be required on how the ethical approval requirements for professional and statutory bodies would be incorporated into the ethical approval system.

### 2016/17 Research Ethics Audit outcomes

013.2017.REE

- (a) The Sub-Committee received the following School Research Ethics Audit reports for 2016/17:
  - (i) School of the Built Environment & Engineering (paper reference REE-2017-009);
  - (ii) School of Computing, Creative Technology, and Engineering (paper reference REE-2017-010);
  - (iii) Carnegie School of Education (paper reference REE-2017-013);
  - (iv) Leeds School of Business / Leeds School of Law (combined report) - (paper reference REE-2017-016);
  - (v) School of Clinical & Applied Sciences (paper reference REE-2017-017);
  - (vi) School of Health & Community Studies (paper reference REE-2017-018);
  - (vii) School of Health & Social Sciences (paper reference REE-2017-019).
- (b) It was explained that one of the main reasons for the deferral of some of the Schools' 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 the 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.

014.2017.REE

The Sub-Committee **AGREED** that:

- (a) Research ethics was being managed by the following Schools and that practice was compliant with the University regulations:

- (i) School of Computing, Creative Technology, and Engineering;
- (ii) School of the Built Environment & Engineering;
- (iii) Carnegie School of Education;
- (iv) Leeds School of Business / Leeds School of Law (combined report);
- (v) School of Clinical & Applied Sciences;
- (vi) School of Health & Community Studies;
- (vii) School of Health & Social Sciences.

(b) 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 Cultural Studies & Humanities
- (iii) School of Film, Music & Performing Arts
- (iv) School of Events, Tourism & Hospitality
- (v) Carnegie School of Sport

### Overview of the management of Research Ethics at School level

015.2017.REE (a) The Sub-Committee received a report providing an 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 (paper reference REE-2017-020).

(b) 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 School's approach was functioning, whether there were any improvements that could be made, and also whether any good practice could be shared amongst Schools.

(a) Feedback from the School Research ethics co-ordinators indicated that on the whole each School's 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.

016.2017.REE

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.

## Part D: Other Business

### Data Protection for Distance Learning

- 017.2017.REE (a) The Sub-committee discussed the how the University's responsibilities for data protection applied to distance learning students who undertook research and data collection overseas.
- (b) It was confirmed that where research was being conducted overseas, but was processed by a data controller in the UK, in this case our University, it would fall within the Data Protection Act and data subjects overseas could also exercise the same rights over their personal data as UK citizens.
- (c) Colleagues were also asked to note that they made sure that their participant facing paperwork was clear about how the data would be used and that it would 'end up' in the United Kingdom
- (d) It was noted that Jisc had a useful guide about this issue that colleagues could read.

### Schedule of meetings and business for 2016/17

- 018.2017.REE The Sub-committee received its schedule of meetings and business for 2017/18 (paper reference REE-2017-021).

### Date of next meeting

- 019.2017.REE The next meeting of the Research Ethics Sub-Committee would be held on Wednesday 06 December 2017.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_