RESEARCH ETHICS SUB-COMMITTEE

MINUTES of the 06 December 2017 meeting

Present:
Professor Karl Spracklen
Professor Eddie Abbott-Haplin   Dr Rob Brooks   Antonis Elia
Dr Neil Evans   Dr Debbie Fox   Dr Jessica Guth
Dr Alex Kenyon   Dr John O'Hara   Dr John Sharp
Dr Heather Shore   Professor Alan Simson   Martin Watson
Dr John Willot   Dr Liz Yeomans

In attendance:
Stuart Morris (Secretary)

Apologies:
Dr Deborah Fox   Dr Niall Scott   Dr Paul Thompson

Part A: Preliminary Items

Terms of reference and membership

020.2017.REE   The Committee received a report from the Secretary presenting the current terms of reference and membership (paper reference REE-2017-022).

Declaration of interest

021.2017.REE   No declarations of interest were made.

Minutes

022.2017.REE   The Committee **AGREED** that the minutes of its meeting held on 06 December 2017 were an accurate record (paper reference REE-2017-023).

Matters arising

023.2017.REE   (a) The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Sub-Committee held on 04 October 2017 (paper reference REE-2017-024).

CONFIRMED

(b) *Arising from minute 016.2017.REE:* A guidance document on the reporting of research ethics activity in a School was currently being put together and would be provided to Schools as soon as possible.

Part B: Items for Information & Monitoring

2016/17 Research Ethics Audit outcomes – action planning monitoring

024.2017.REE (a) The Sub-Committee received reports noting the progress being made by the following Schools in addressing the action plans that had been formulated following the 2016/17 research ethics audits.

   (i) Computing, Creative Technology & Engineering (paper reference REE-2017-025);
   (ii) Carnegie School of Education (paper reference REE-2017-026);
   (iii) Leeds Business School / Leeds Law School (paper reference REE-2017-027);
   (iv) Clinical & Applied Sciences (paper reference REE-2017-028);
   (v) Health & Community Studies (paper reference REE-2017-029);
   (vi) School of Social Sciences (paper reference REE-2017-030);
   (vii) Built Environment & Engineering (paper reference REE-2017-034);

   (b) It was confirmed that completion of the action plans for all of the above Schools remained on track.

PREVENT update

025.2017.REE (a) The Sub-Committee received a report from the Chair providing an overview of applications made on the on-line system for approval to undertake research that fell under the prevent duty in 2017-18 (paper reference REE-2017-031).

   (b) It was **reported** that in the period 01 September 2017 to 21 November 2017 there had been seven student applications for approval to undertake research that fell under the Prevent Duty. Four were rejected as they were sent by mistake. Two gained approval by the Chair of URESC as all were low-risk. One was sent back as it required further supporting material. The students involved in the applications were all Level 6 project / dissertation students from across the University. It was confirmed that there had been no staff applications to approve.

Part C: Items for discussion / decision

Research Ethics Procedure

026.2017.REE (a) The Committee received a report from the Chair providing an overview of the progress made on the new Research Ethics procedures, including the new version of the on-line application and approval system. (paper reference REE-2017-032).

(b) It was **reported** that members of the Sub-Committee had been provided with access to a test version of the new online system to test and send feedback to IT Services. IT Services would be taking this feedback into account and then finalising the online system for final testing in January / February 2018. IT Services would attend the meeting of the Sub-Committee in March 2018 to provide a full demonstration of the system to members.

027.2017.REE It was **noted** that the re-drafting of the written procedures continue to be delayed as a decision on how research ethics could be supported by the Research & Enterprise Office still needed to be made.

028.2017.REE
> The Sub-Committee **AGREED** that the Chair and Secretary would discuss this matter with the Director of Research & Enterprise in an effort to resolve this matter and ensure that it was clear how the administration of research ethics would be co-ordinated across the University.

School Research Ethics Audit Reports 2016/17

029.2017.REE The Sub-Committee received the following School Research Ethics Audit reports for 2016/17.

(a) The Sub-Committee received the following School Research Ethics Audit reports for 2016/17:

(i) Art, Architecture & Design (paper reference REE-2017-033);
(ii) Cultural Studies & Humanities (paper reference REE-2017-035);
(iii) Events, Tourism, & Hospitality (paper reference REE-2017-037);
(iv) Carnegie School of Sport (paper reference REE-2017-038).

(b) The School Research Ethics Audit report had not yet been received from the School of Film, Music & Performing Arts (paper reference REE-2017-036).

030.2017.REE It was **noted** that the department of languages was no longer part of the School of Events, Tourism & Hospitality Management and it did not report in as part of the research ethics audit for this school. It was agreed that it would be important to determine how oversight of research ethics for staff and students in this area was being managed.

031.2017.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) Art, Architecture & Design
> (ii) Cultural Studies & Humanities
> (iii) Events, Tourism, & Hospitality
> (iv) Carnegie School of Sport

> (b) That the research ethics audit report for the School of Film, Music & Performing Arts, when submitted, would be circulated to all members for comment. The Secretary would then collate the feedback and the Chair would make a decision, via Chair's action, on whether research ethics was being managed effectively by School.
>
> (c) Further investigation would take place to determine how oversight of research ethics was being managed in for the department of Languages.

Interim Report on Ethics and International Research

032.2017.REE (a) The Sub-Committee received a report from the Chair providing an update on the risk protocol for research undertaken abroad (paper reference REE-2017-039).

(b) The paper provided an interim report, offering initial findings drawn from research into some aspects of this issue developed by others. The team working on the protocol would be meeting in the forthcoming weeks to determine how to develop a Leeds Beckett University protocol and guidance regarding risk and liability. The protocol, once agreed, would provide a clear basis upon which all international research could be undertaken in light of ethical and risk factors associated with such research. An update on the development of the draft protocol would be reported at the next meeting of the Research Ethics Sub-Committee.

European Code of Conduct for Research Integrity

033.2017.REE (a) The Sub-Committee received a report from the Chair on the European Code of Conduct for Research Integrity (paper reference REE-2017-040).

(b) It was explained that ALLEA, the European Federation of Academies of Sciences and Humanities, published its latest version of The European Code of Conduct for Research Integrity in 2017. It was recommended that all universities should map it against their research ethics policies and wider professional practice as scholars and researchers to determine whether they were compliant with the Code and / or whether there were any areas of research practice that could be improved upon.

034.2017.REE The Chair confirmed that he had read through the Code and on initial reading the University appeared to be in line with the practice set out in the Code of Conduct.

035.2017.REE
> The Sub-Committee **AGREED** that following initial reading of the Code the University appeared to be compliant however it was agreed that a fuller mapping of the Code against the University's Research Ethics policy would be carried out and considered at a future meeting of the Sub-Committee.

Proposals for away-day for the research ethics in the University

036.2017.REE   (a) The Sub-Committee received a report from the Chair presenting a proposal for the 3rd Research Ethics away day at the University (paper reference REE-2017-041).

                   (b) It was reported that the aims of the event would be to:

                      (i) Provide colleagues with an overview of how each School is managing research ethics within our institution and allow the opportunity to provide feedback on and discuss good practice;
                      (ii) Provide a forum to drive debates concerning research ethics that will lead to further consideration and discussion at university and school level research ethics fora;
                      (iii) Provide an overview of the new version of the online research ethics approval system and proposed changes to the Research Ethics Procedures that will come into effect from 01 September 2018.

                   (c) It was confirmed that the proposed date for the event was earlier than in previous years in order to provide the opportunity for more colleagues to attend the event as it will fall outside of any main exam or holiday periods.

037.2017.REE   The Sub-Committee **AGREED** to approve the proposal to hold the away day and agreed that it would take place in late February 2018.

Part F: Other Business

Schedule of meetings & business 2017/18

038.2017.REE   The Sub-Committee received its schedule of meetings and business for 2017/18 (paper reference REE-2017-042)

Date of next meeting

039.2017.REE   The next meeting of the Research Ethics Sub-Committee would be held at 2pm on 07 March 2018 in Room G07, Old Broadcasting House, City Campus.

Other business

040.2017.REE   No other business was raised.

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

Signed: _____   Date: _____