

MINUTES of the 07 March 2018 meeting

Present:

Professor Karl Spracklen (Chair)

Antonis Elia

Dr Jessica Guth

Dr Heather Shore*

Dr Niall William Richard Scott

Dr Liz Yeomans

Dr Neil Evans

Dr John O'Hara

Professor Alan Simson

Martin Watson

Dr Debbie Fox

Dr John Sharp

Dr Paul Thompson

Dr John Willot

In attendance:

Stuart Morris (Secretary)

Dr Angela Murphy

Apologies:

Professor Eddie Abbot-Haplin

Dr Alex Kenyon

Dr Andrew Wilson

Dr Rob Brooks

**Attended the meeting as indicated in the proceedings.*

Part A: Preliminary Items

Terms of reference and membership

- 041.2017.REE (a) The Committee received a report from the Secretary presenting the current terms of reference and membership (paper reference REE-2017-043).
- (b) It was **reported** that nominations were currently being sought for a Research Student representative for the 2018/19 academic year and elections for this position on the Sub-Committee would be concluded by the end of March 2018. The name of the successful candidate would be presented at the next meeting of the Sub-Committee.

Declaration of interest

- 042.2017.REE No declarations of interest were made.

Minutes

043.2017.REE The Committee **AGREED** that the minutes of its meeting held on 06 December 2017 were an accurate record (paper reference REE-2017-044).

Matters arising

- 044.2017.REE
- (a) The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 06 December 2017 (paper reference REE-2017-045).
 - (b) *Arising from minute 023(b).2017.REE:* A guidance document on the reporting of research ethics activity to the School Academic Committees was currently being put together by the Chair and would be provided to Schools as soon as possible.
 - (c) *Arising from minute 025(b).2017.REE:* It was reported that review had been undertaken of a sample of staff research that had been granted ethical approval in the online system. It was confirmed that there did not appear to be any that should have answered in a positive manner to the questions related to PREVENT. Nevertheless, work that was currently being undertaken to update and revise the Research Ethics Procedures and associated online ethical approval system would incorporate improved guidance for researchers on completing the ethical approval process, particularly concerning the questions relating to PREVENT to ensure that staff and/or students were left with no ambiguity over how they should respond to the questions. Training for staff and students, in particular research supervisors, concerning research ethics would also contain further guidance on how to address the questions related to PREVENT in the ethical approval questionnaire. It was also noted that in the latest PREVENT update report, that would be considered later in the agenda, there had been an instance where one staff project had declared that their research was being undertaken in a sensitive area and had registered a positive response to the PREVENT questions. It was confirmed that, in accordance with the current procedures, this research proposal had been approved by the Chair of the Research Ethics Sub-Committee.
 - (d) *Arising from minute 028.2017.REE:* The Chair of the Research Ethics Sub-Committee would be meeting with the Director of Research & Enterprise in an effort to provide clarity on how the administration of research ethics would be co-ordinated across the University and, in particular, who would be responsible for re-drafting the research ethics procedures and testing the new version of the online ethics approval system. A further update would be provided at the next meeting of the Sub-Committee.
 - (e) *Arising from minute 031(b).2017.REE:* The research ethics audit report for the School of Film, Music & Performing Arts would be presented later in the agenda for consideration.

- (f) *Arising from minute 031(C).2017.REE:* Further investigation had taken place to determine how oversight of research ethics was being managed in for the Department of Languages and it was confirmed that the Department was currently setting up a Departmental Academic Committee, with similar terms of reference and membership to a School Academic Committee, to maintain oversight of this work.
- (g) *Arising from minute 035.2017.REE:* A fuller mapping of the European Code of Conduct for Research Integrity would be presented at the May 2018 meeting of the Sub-Committee.

Part B: Items for Information & Monitoring

Film, Music & Performing Arts

- 045.2017.REE (a) The Sub-Committee received a report from the School of Film, Music and Performing Arts, addressing the action plan that had been formulated following the 2016/17 research ethics audit (paper reference REE-2017-046).
- (b) The report had identified a number of issues concerning data collection, in particular how the School categorised research, and the guidance being given as to what should be submitted via the ethical approval process.
- 046.2017.REE It was **AGREED** that the Chair of the Research Ethics Sub-Committee would carry out further work with the School to provide guidance on the ethics procedures and further support would also be provided to ensure that the School's data was correct. An update on progress would be submitted at the next meeting of the Sub-Committee.

Research Ethics Audit outcomes: 2017/18 action plan monitoring:

- 047.2017.REE (a) The Committee received reports from the Schools on how they had been addressing the actions arising from the 2017/18 research ethics audits.
- (b) The Sub-Committee noted the progress being made by the following Schools in addressing the action plans:
- (i) Art, Architecture & Design (paper reference REE-2017-047)
 - (ii) Built Environment & Engineering (paper reference REE-2017-048)
 - (iii) Carnegie School of Education (paper reference REE-2017-050)
 - (iv) Carnegie School of Sport (paper reference REE-2017-051)
 - (v) Cultural Studies & Humanities (paper reference REE-2017-052)
 - (vi) Leeds Business School / Leeds Law School (paper reference REE-2017-053)
 - (vii) Clinical & Applied Sciences (paper reference REE-2017-054)
 - (viii) Health & Community Studies (paper reference REE-2017-055)
 - (ix) Social Sciences (paper reference REE-2017-056)
 - (x) Events, Tourism, & Hospitality Management (paper reference REE-2017-057)

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

048.2017.REE It was **noted** that the inconsistencies in the availability of administrative support for the processing of research ethical approvals via the online system had emerged as a consistent theme across all Schools. It was highlighted that the discussions between the Chair of the Research Ethics Sub-Committee and the Director of Research & Enterprise concerning the central support for the Research Ethics Procedures and the administration of the online system would hopefully resolve some of the issues the Schools had been facing.

049.2017.REE

It was **AGREED** that:

- (a) An update on the action plan for the School of Computing, Creative Technology & Engineering (paper reference REE-2017-049), which had not been received due to staff absence due to sickness, would be circulated to members of the Sub-Committee as soon as it was available.
- (b) The Chair of the Research Ethics Sub-Committee would meet with academic staff from the School of Art, Architecture and Design to provide some further guidance on how project-based research activity should be progressed through the research ethics application procedure as it had been identified that some staff in the School were not always aware that some of their small scale project work would be classed as research and would require ethical approval.

Secretary's Note: Dr Heather Shore left the meeting.

PREVENT update

- 050.2017.REE
- (a) The Sub-Committee received a report from the Chair providing an overview of research ethics applications made on the on-line system for approval to undertake research that fell under the PREVENT duty since the last meeting of the Sub-Committee in December 2017 (paper reference REE-2017-058).
 - (b) It was reported that in the period 22 November 2017 to the 20 February 2018 there had been thirteen research applications that had registered a positive response in relation to the PREVENT questions in the ethical approval process:
 - (i) Twelve applications had been made from undergraduate students from a range of courses across the University, ten of which were considered to have been correctly submitted and to have fallen under the auspices of the PREVENT duty. All ten had been low-risk applications and had received approval by the Chair of the Research Ethics Sub-Committee.
 - (ii) Two applications had been submitted by mistake and were rejected on those grounds.

- (iii) One application had been made by a member of staff and, in accordance with the Research Ethics Procedures, had been approved by the Chair of the Research Ethics Sub-Committee.

Part C: Items for discussion/decision

Research Ethics Procedure

- 051.2017.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-2017-059).
- (b) The Sub-Committee was informed that Information Technology (IT) Services had nearly completed the revised online system and were currently adding a few final updates following feedback gained at the Research Ethics away morning.
- (c) It was confirmed 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. The Sub-Committee expressed concern that this matter needed to be resolved as soon as possible as in order to implement a new / revised set of procedures in September 2018 then they would need to be written and then approved by the Research & Enterprise Committee in June 2018. The Chair of the Sub-Committee would be discussing 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. A further update would be provided at the meeting of the Research & Enterprise Committee.

Update on the development of a Protocol for Research being undertaken abroad

- 052.2017.REE (a) The Committee received a verbal report from the Insurance & Risk Officer and the School Research Ethics Co-ordinator from the School of Social Sciences providing an update on the development of a protocol for research being undertaken abroad. This replaced the written report (paper reference REE-2017-060) which had originally been due to be presented.
- (b) The Sub-Committee was informed that following a review of the guidance already provided in the research Ethics procedures it was proposed that a separate protocol would not be required and that a checklist would instead be added as an addendum to the procedures providing useful guidance on matters to consider for researchers undertaking research overseas.
- 053.2017.REE It was noted that it was important that guidance on the stage at which the University's Insurance & Risk Officer should be contacted regarding overseas research should be included in the checklist. It would also be important that a prompt was included for researchers to keep up-to-date with the current Foreign

Office advice on travel to the country they would be conducting research in as this advice could change on a daily basis to some higher risk countries.

054.2017.REE The Sub-Committee **AGREED** with the proposal to develop a checklist to accompany the revised Research Ethics Procedures rather than develop a separate protocol.

Feedback from away-day for research ethics

055.2017.REE (a) The Committee received a verbal report from the Chair providing feedback from the Research ethics away morning which was held on 23 February 2018.

(b) It was **reported** that during the morning an update had been provided concerning the development of the new version of the online research ethics approval system where it was confirmed that this was now at the final stages of development. Attendees at the away morning also provided some further feedback that would be incorporated in the new version of the system.

(c) The University's Insurance & Risk Officer provided colleagues with an overview of the insurance implications of undertaking research, in particular for research being undertaken overseas. And

056.2017.REE It was **noted** that the morning had been a success and attendees had reported that it had provided them with an opportunity to carry out more informal discussions concerning research ethics with colleagues from other Schools.

Part D: Other Business

Schedule of meetings and business for 2017/18

057.2017.REE The Committee received its schedule of meetings and business for 2017/18 (paper reference REE-2017-061).

Date of next meeting

058.2017.REE The next meeting of the Research Ethics Sub-Committee would be held at 14:00 on 16 May 2018 in Room G07, Old Broadcasting House, City Campus.

Other business

059.2017.REE No other business was raised.

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

Signed: _____ Date: _____