MINUTES of the 16 May 2018 meeting

Present:
Professor Karl Spracklen (Chair)

Antonis Elia	Dr Neil Evans	Dr Jessica Guth
Dr Alex Kenyon	Dr John O'Hara	Dr John Sharp
Martin Watson	Dr John Willot	

In attendance:

Stuart Morris (Secretary)	Dr Angela Murphy

Apologies:

Dr Rob Brooks	Professor Eddie Abbot-Haplin	Dr Heather Shore
Dr Niall William Richard Scott	Professor Alan Simson	Dr Paul Thompson
Dr Andrew Wilson	Dr Liz Yeomans	

*Attended the meeting as indicated in the proceedings.

Part A: Preliminary Items

Declaration of interest

060.2017.REE   No declarations of interest were made.

Minutes

061.2017.REE   The Committee **AGREED** that the minutes of its meeting held on 07 March 2018 were an accurate record (paper reference REE-2017-062).

Matters arising

062.2017.REE   (a) The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 07 March 2018 (paper reference REE-2017-063).

(b) *Arising from minute 043(b).2017.REE:* Following elections held between March and April 2018, Kay Nacto was elected as the new Research Student representative for the 2018/19 academic year. It was confirmed that Kay's term of office would begin on 01 September 2018.

CONFIRMED

(a) *Arising from minute 035.2017.REE:* A mapping of the University's practice against the European Code of Conduct for Research Integrity would be presented at the October 2018 meeting of the Sub-Committee once the administrative support in the Research Office was in place to support this piece of work.

(b) *Arising from minute 049(a).2017.REE:* The action plan for the School of Computing, Creative Technology & Engineering (paper reference REE-2017-049) had not been received due to staff sickness absence. It was confirmed that the member of staff responsible had now returned to the University.

(c) *Arising from minute 049(b).2017.REE:* The Chair confirmed that his meeting with the 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, had not yet taken place. The Chair confirmed that he would make a further request to the School Research Ethics Co-ordinator to agree a date for the meeting.

063.2017.REE	The Committee **AGREED** that the latest updated version of the School of Computing, Creative Technology & Engineering research ethics audit action plan would be requested and circulated to the Sub-Committee for information.

Part B: Items for Information & Monitoring

Research Ethics Audit outcomes: Film, Music & Performing Arts

064.2017.REE
(a) The Sub-Committee received a report from the School of Film, Music and Performing Arts in relation to the research ethics audit outcomes (paper reference REE-2017-064).

(b) The report had originally been presented at the February 2018 meeting of the Sub-Committee however the School had expressed concerns about the accuracy of some of the data collected in relation to applications for ethical approval. It had been agreed that further work would be carried out in an effort to resolve these issues and the report would be represented to the May 2018 meeting of the Sub-Committee.

(c) It was reported that there remained a number of concerns about the accuracy of some of the data collected and that they were unlikely to be resolved as the data had not been recorded correctly during 2016/17.

(d) It was confirmed that the Chair of the Sub-Committee would be meeting with the School Research Ethics Co-ordinator before the end of May 2018 to discuss the report and to determine how to resolve the data collection issues so that they would not occur during the 2017/18 audit.

065.2017.REE	It was **AGREED** that the School of Film, Music & Performing Arts Research Ethics Audit for 2017/18 would include a detailed commentary on how it had addressed the data collection issues that it had encountered in putting together the 2016/17

	research ethics audit report in order to assure the Sub-Committee that the outcomes of the 2017/18 audit were accurate.

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

066.2017.REE (a) The Sub-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 that had been formulated following the 2016/17 research ethics audits:

(i)   Art, Architecture & Design
(ii)   Built Environment & Engineering
(iii) Carnegie School of Education
(iv)   Carnegie School of Sport
(v)   Cultural Studies & Humanities
(vi)   Clinical & Applied Sciences
(vii) Health & Community Studies
(viii) Social Sciences
(ix)   Events, Tourism, & Hospitality Management

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

067.2017.REE It was noted that the updated action plans for the School of Computing, Creative Technology & Engineering and for the Leeds Business School / Leeds Law School had not been received.

068.2017.REE | It was **AGREED** that the updated action plans for the School of Computing, Creative Technology & Engineering and Leeds Business School / Leeds Law School would be circulated to members of the Sub-Committee for information once received. |

PREVENT update

069.2017.REE The Sub-Committee received a report providing an overview of applications made via the on-line system for approval to undertake research that fell under the auspices of the Prevent Duty. It was confirmed that for the period 21 February 2018 to 21 April 2018 no applications had been submitted that had registered a positive result against the questions in the online system relating to the sensitive research listed within the Prevent Duty.

Part C: Items for discussion/decision

Research Ethics Procedures

070.2017.REE (a) The Committee received a report from the Chair providing an overview of the progress made on updating the on-line research ethics application & approval

system and the corresponding updates to the Research Ethics procedures (paper reference REE-2017-077).

(b) It was reported that since the update provided at the last meeting of the Sub-Committee IT Services had continued their work on the online research ethics approval system and it now included a number of the changes requested by the Sub-Committee relating to navigation through the application screens and on-screen help and guidance.

(c) The latest version of the system had been tested by members of the Research Ethics Sub-Committee as well as other colleagues involved in research ethics approval from across the University. Views of sub-committee members concerning the new system had been positive in particular the improved guidance now available within the system and the streamlining in the number of questions that applicants were required to answer to determine the risk category of the research.

(d) It was confirmed that the Research Office had agreed to assume responsibility for Research Ethics and would be making minor amendments to the current version of Research Ethics Procedures to ensure they aligned with the updated online system. It was agreed that having the Research Office responsible for the procedures and the online system would:

  (i) ensure that research ethics was more visible in the management and operation of research at the University;
  (ii) ensure that the research ethics systems and procedures were more closely connected with other University research systems;
  (iii) provide additional resources for the management of ethics at the University.

(e) It was noted that IT Services had recommended that the whole online system should be reviewed within the next 2 years as support for the current software used to run the system would likely end within the next 4 to 5 years, and a suitable alternative software platform would need to be secured and implemented.

Research Ethics Audit process 2017/18

071.2017.REE   (a) The Committee received a report from the Chair setting out the proposed process and associated templates for conducting the research ethics audits that each School would be required to carry out to audit how they had implemented the University's Policy & Procedures for Research Ethics and monitored ethical approval during the 2017/18 academic year (paper reference REE-2017-078).

(b) It was confirmed that the audit would be carried out between June and August 2018 with the results reported in the first instance to each School Academic Committee in September 2018 and then to the Research Ethics Sub-Committee in October 2018.

072.2017.REE	The Chair noted that the audit reports should sample three or four research ethics approval submissions for each level / category (undergraduate, postgraduate taught, and postgraduate research, staff) when conducting the audit.

073.2017.REE	The Sub-Committee **AGREED t**o approve the proposed research ethics audit process for 2017/18.

Research Data Management

074.2017.REE	(a) The Committee received a report from the Chair presenting an update concerning research data management, and setting out some further steps for Local Research Ethics Coordinators (LRECs) to consider when reviewing ethics applications (paper reference REE-2017-079).
	(b) The report provided an overview of the steps that had been taken by the School of Health & Community Studies to ensure that sensitive research data was stored in a secure manner and were compliant with necessary data security requirements.
	(c) It was reported that all Directors of Research had been asked to audit their areas for compliance with data security requirements and it was confirmed that all areas were compliant.
	(d) It was noted that Libraries & Learning Information (LLI) had developed a research data management policy, and had commissioned a working group to examine how to operationalise a new data management system. It was expected that recommendations from this working group would be ready by the end of this academic year.

Ethical Data Sharing

075.2017.REE	The Committee received and noted a report by Micelle N Meyer (Geisinger Health System, Danville, Pennsylvania) concerning a tutorial that provided practical tips for sharing research data in ways that are effective and ethical (paper reference REE-2017-080).

Part D: Other Business

Schedule of meetings and business for 2017/18

076.2017.REE	The Committee received its schedule of meetings and business for 2017/18 (paper reference REE-2017-081).

Date of next meeting

077.2017.REE   The next meeting of the Research Ethics Sub-Committee would be held at 14:00 on 03 October 2018 in Room G07, Old Broadcasting House, City Campus.

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

Signed: _____   Date: _____