

MINUTES of the 03 October 2018 meeting

Present:

Professor Karl Spracklen (Chair)

Dr Neil Evans

Dr Brian Jones

Professor John Sharp

Dr Andrew Wilson*

Dr Jessica Guth

Dr Alex Kenyon

Professor Heather Shore

Dr John Willot

Kay Nacto

Martin Watson

In attendance:

Rachel Bradford (Secretary)

Ros Brownlow

Apologies:

Professor Eddie Abbott-Haplin

Professor Alan Simson

Dr Niall William Richard Scott

Professor Fraser Brown

Dr Paul Thompson

Dr John O'Hara

Dr Rob Brooks

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

Part A: Preliminary Items

Declaration of interest

001.2018.REE No declarations of interest were made.

Terms of Reference & Membership

002.2018.REE The Committee considered its Terms of Reference and Membership Profile for 2018/19 and the following points were **noted**:

- (a) Membership of the Committee has been reduced from 20 members to 18 members following the removal of the two vacant Pro Vice-Chancellor posts.
- (b) The quorum has reduced from 10 to 9 in order to reflect the reduced membership of the Committee.
- (c) Professor Karl Spracklen has been reappointed as Chair of the Committee for a further term of three years.
- (d) Professor Fraser Brown has been appointed as the School Research Ethics Co-ordinator for the School of Health and Community Studies a one-year term of office. Dr Ros Brownlow, of the same School, will attend these

meetings in 2018/19 as an observer and take over the position of School Research Ethics Co-ordinator from 1 September 2019.

- (e) Kay Nacto has joined Committee as a Research Student representative with a term of office running from 1 September 2018 to 31 August 2019.
- (f) Dr Brian Jones has replaced Dr Liz Yeomans as the School Research Ethics Co-ordinator for Leeds Business School with effect from 1 September 2018.

003.2018.REE Dr Andrew Wilson advised that Dr Nova Deighton-Smith, Senior Lecturer in Psychology at the School of Social Sciences may replace him on the Committee during the academic year.

004.2018.REE The Committee agreed that it would benefit from having a representative from Research and Enterprise and agreed to contact the area to request a representative that could join the membership. The Secretary to the Committee took an action to make enquires with the Director of Research and Enterprise.

Minutes

005.2018.REE The Committee **AGREED** that the minutes of its meeting held on 16 May 2018 were an accurate record (paper reference REE-2017-063).

Matters arising

006.2018.REE The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 16 May 2018 (paper reference REE-2017-064) and the following points were **noted**.

- (a) Arising from minute 035.2017.REE: It was noted that ownership of work to undertake a mapping of the University's compliance with the European Code of Conduct for Research Integrity had not been determined and therefore this piece of work remained outstanding.
- (b) *Arising from minute 049.2017.REE:* It was noted that the update on the research ethics audit plan for the School of Computing, Creative Technology & Engineering had been circulated to members of the sub-committee on Friday 7 September 2018 and this action was now closed.

Part B: Items for Information & Monitoring

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

007.2018.REE The Sub-Committee received a report from the Chair providing a list of institutions and ethics committees where it had been determined that a 'light touch' ethical approval was suitable (paper reference REE-2018-004).

008.2018.REE It was **agreed** that the list should be published on the Research Ethics webpages.

009.2018.REE Sub-Committee members were encouraged to contact the Chair if they became aware of any other institutions or ethics committees that they thought should be added to the list.

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

010.2018.REE Research Ethics Audit Reports covering the academic year 2018/19 from the following Schools were considered:

- School of Computing, Creative Technology and Engineering
- Carnegie School of Education
- Carnegie School of Sport
- School of Clinical and Applied Sciences
- School of Health and Community Studies
- School of Cultural Studies and Humanities
- School of Events, Tourism and Hospitality Management
- Leeds School of Social Sciences
- School of Film, Music and Performing Arts
- Leeds Business School

011.2018.REE Verbal updates were provided for Leeds Law School and the School of Built Environment and Engineering and it was agreed that the report from Art, Architecture and Design would be circulated by email once submitted.

012.2018.REE Common themes that emerged when considering the reports were:

(a) Concerns about data quality

The School Research Ethics Co-Ordinators advised that data was in a less user-friendly format than it had been previously. The data pulled for the audit reports had been sent as a chronological list and some student names had appeared twice. Schools found themselves having to delete duplicates manually. The task had been time consuming for administrators who had assisted with preparing the reports, particularly in the larger schools. The School of Cultural Studies and Humanities reported that it hadn't experienced the issue regarding the duplication of data but it had experienced that some data was missing and gaps in the reports had to be filled by knowledge of student who had submitted ethics applications. The School Research Ethics Co-ordinators expressed concerns about the data quality and ownership of reporting.

(b) Lack of understanding of need for ethical approval for certain types of activity

It was noted by several Schools that there was a lack of awareness that ethical approval was still necessary for some desk-based research and for subjects including media, creative projects, history, law and literature. It was proposed that gaps in knowledge in this respect needed to be addressed through training.

013.2018.REE In response to a query from the research student, the Chair confirmed that postgraduate students received information and training about the requirement to obtain ethical approval at a general postgraduate induction day. It was noted that this information was also part of confirmation of registration and that tutors

would also have discussions with the students that would cover off this information.

PREVENT update

- 014.2018.REE 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 falls under the Prevent Duty in 2017-2018, and so far in 2018-2019.
- 015.2018.REE It was **reported** that in the academic year 2017/18 there had been nineteen Undergraduate applications submitted (six of which were submitted mistakenly), one PhD student application and two staff applications. So far in the academic year 2018/19 one application had been submitted by a staff member and one submitted by a student.
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Part C: Items for discussion/decision

Implementation of the Research Ethics Procedures (including obtaining confirmation that proposed studies comply with relevant legislation and regulations)

- 016.2018.REE The Sub-Committee received a verbal report from the Chair providing information on the implementation of the Research Ethics Procedures.
- 017.2018.REE It was **noted** that Research & Enterprise had been unable to produce a paper for the Sub-Committee meeting due to other commitments. The Sub-Committee expressed their disappointment and members voiced concern that the new Research Ethics online system had not yet been launched as they had been told to expect and had communicated to their Schools.
- 018.2018.REE The Committee agreed that as the new system was not ready they would not be able to use to for the academic year 2018/19. Conversations had already commenced with students about research projects for which ethical approval would be required and they would have to use the current system. It was strongly felt that using two separate systems in the same academic year should be avoided as it would cause confusion and there would be inconsistencies in data sets which would be problematic when conducting annual audits etc.
- 019.2018.REE The Committee **agreed** to establish a short life working group which would discuss the next steps for use of the online ethics system given the committees decision that it should not wait for a new system to be rolled out mid-academic year. The suggested composition of the working group was:
- Professor John O'Hara - School of Sport Research Ethics Co-Ordinator
 - Dr Jess Guth – Leeds Law School Research Ethics Co-Ordinator
 - Dr Andrew Wilson - Co-opted member of the Committee
 - Martin Watson – Co-opted member of the Committee
- In addition, Cathy Barnes and Wendy Hopkins would be asked to join the short life working group.

Dr Andrew Wilson left the meeting.

European Code of Conduct for Research Integrity - mapping

- 020.2018.REE The Sub-Committee received a report from the Chair. The report contained a copy of the European Code of Conduct for Research Integrity. This had last been considered by the Committee in December 2017 and it was agreed that a more extensive mapping exercise would be required (paper reference REE-2018-015).
- 021.2018.REE It was **noted** that, to date, ownership of this piece of work had not been allocated and therefore the extensive mapping exercise remained outstanding.
It was **agreed** that enquiries would be made with Dr Andrew Wilson to see if he had capacity to take on this piece of work.

Part D: Other Business

Schedule of meetings and business for 2018/19

- 022.2018.REE The Committee received its schedule of meetings and business for 2018/19 (paper reference REE-2018-016).

Date of next meeting

- 023.2018.REE The next meeting of the Research Ethics Sub-Committee would be held at 14:00 on 05 December 2018 in Room G07, Old Broadcasting House, City Campus.

Other business

- 024.2018.REE No other business was raised.

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

Signed: _____ Date: _____