

MINUTES of the meeting held at 14:00 on 5 December 2018 in Old Broadcasting House, Leeds.

Present:

Professor Karl Spracklen (Chair)

Professor Fraser Brown

Dr Alex Kenyon

Professor Heather Shore*

Dr Neil Evans

Professor John O'Hara

Professor Alan Simson

Dr Brian Jones

Professor John Sharp

Martin Watson

In attendance:

Rachel Bradford (Secretary)

Duncan Webb (for the School of Clinical & Applied Sciences)

Apologies:

Professor Edward Abbott-Halpin

Kay Nacto

Dr Paul Thompson

Dr John Willott

Dr Rob Brooks

Dr Sophia Price

Wendy Hopkins

Dr Jessica Guth

Dr Niall William Richard Scott

Dr Andrew Wilson

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

Part A: Preliminary Items

Declaration of interest

025.2 No declarations of interest were made.

Terms of Reference & Membership

026.2018.REE The Committee following changes to the Committee's membership were **noted**:
(a) Wendy Hopkins had agreed to join the Committee as a representative of the University's Research Office. She had sent her apologies for the current meeting.

Minutes

027.2018.REE

The Committee AGREED that the minutes of its meeting held on 3 October 2018 were an accurate record (paper reference REE-2018-018).
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Matters arising

028.2018.REE The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 3 October 2018 (paper reference REE-2018-019) and the following points were **noted**.

(a) ***European Code of Conduct for Research Integrity***

Arising from minutes 035.2017.REE and 021.2018.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 remained outstanding. It was agreed that Kay Nacto be approached to see if she had capacity to undertake the work and if she was not able to do it then to approach Professor Nick Frost from the School of Health & Community studies.

(b) ***URESC Membership***

Arising from minute 004.2018.REE: It was noted that Wendy Hopkins would join the Committee as the representative of the University's Research Office.

(c) ***List of institutions/ethics committees that have been approved for 'light touch' approval***

Arising from minute 008.2018.REE: The Committee Secretary had sent a request for this list to be published on the Research Ethics webpage. This was still to be completed at the date of the meeting.

(d) ***Short Life Working Group – research ethics online***

Arising from minute 019.2018.REE: No progress had been made in the establishment of the short life working group to discuss use of the online ethics system in the current and following academic years. Martin Watson took an action to follow this up with the Director of Research & Enterprise outside the meeting.

Part B: Items for Information & Monitoring

Prevent update

029.2018.REE It was **reported** that in the period 1 September 2018 to 26 November 2018 there had been one student application and no student applications. The lack of student applications was not unexpected due to the decision to remove media content analysis projects from the scope of the approval process.

030.2018.REE It was **agreed** that it would be beneficial for the guidance for submitting research ethics applications regarding the Prevent duty and projects using media content analysis to be shared amongst the Committee members.
The Committee Secretary took an action to contact Dr Sophia Price from Leeds School of Social Sciences to obtain a copy of the guidance and circulate it to Committee members.

Research Ethics Audit action plan monitoring:

031.2018.REE The School's provided an update on their action plans and the following points were noted:

School of Art, Architecture & Design

- (a) The School's LREC advised that a retrospective audit plan would be provided in due course. This would be circulated to the Committee by email.
- (b) There had been a notable improvement in staff applying for ethics clearance for research projects and undergraduates and postgraduates were being encouraged to do the same.
- (c) The School had experienced 2-3 cases of online applications 'disappearing' which subsequently had to be submitted manually.
- (d) New staff were being trained in research ethics and compliance was expected to improve as a consequence.

School of Built Environment and Engineering

- (e) The School's audit plan and monitoring reports had been circulated to the Committee.
- (f) Pockets of non-compliance had been identified, concerning specific individuals but the School was hopeful that these could be resolved.
- (g) Training was being undertaken and completed by new staff.
- (h) There were ongoing issues regarding franchise students.

Carnegie School of Education

- (i) The actions identified in the School's action plan were of a long term nature and therefore there were no specific updates for this meeting.

Carnegie School of Sport

- (j) Figures from the audit had not always tallied and some issues had been identified with applications that were classified as 'not submitted' and 'not approved'. The reasons behind these issues were being investigated.
- (k) Other issues identified were that pockets of staff had allowed group applications which had caused issues with numbers and some people had failed to press the 'submit' button.
- (l) Colleagues were being updated on best practice and guidance was being developed to ensure processes were GDPR and IT compliant.
- (m) A sampling process was to be agreed.
- (n) The School was looking to appoint a Deputy Chair of its research ethics committee.
- (o) The external member of the advisory group had left and the School was seeking to recruit a replacement.
- (p) New staff were receiving training on research ethics and resources were being compiled for the different levels of approval required.

School of Clinical and Applied Sciences

- (q) A guidance sheet had been circulated to colleagues as part of their training.
- (r) The School wished to know how franchise applications would be dealt with as part of the new online system as presently these were overseen as paper applications as the current online system did not work with

franchises. It was recommended that this issue be raised with the Head of Research.

School of Health & Community Studies

- (s) Training was underway, the need for which had been identified in the audit.
- (t) Colleagues had been reminded of their data management obligations.
- (u) Due to the length of time NHS research ethics applications could take, nursing undergraduates were generally advised not to do their research in hospitals.
- (v) Franchise applications were submitted in hard copy.
- (w) A number of issues with applications had been identified including some people submitting their applications without the required consent forms also attached, some applications were repeatedly submitted some as many as 3-5 times.

School of Cultural Studies and Humanities

**Professor Heather Shore joined the meeting*

- (x) The majority of research ethics applications from the School fell into category 1 risk, with occasional categories 2 and 3.
- (y) Compliance of students studying History, Media and English and Media submitting research ethics applications was improving.
- (z) Staff research ethics was included in the wording of QR funding applications making it clear that ethical approval/compliance is required.

Leeds Business School

- (aa) New LRECs had been appointed.
- (bb) The School was looking at issues around awareness of ethical procedures. Raising awareness of the new online system was on hold pending further information about when it would be ready for use.
- (cc) In order to address common pitfalls resulting in rejected applications, the School had produced a short document which would be incorporated into module handbooks and would remind students of the requirement to upload consent forms etc. The School was happy to share the wording with Committee members and the Chair encouraged the sharing of good practice.

Part C: Items for discussion/decision

Away-Day

- 032.2018.REE The Committee discussed holding an Away-Day in 2019 and possible topics to explore. It was **agreed** that it would be beneficial to discuss making the Committee fit for purpose, including obtaining a common understanding of what good practice constitutes and identifying training needs. It was also **agreed** that it would be helpful to discuss if and how the Committee could monitor high risk projects to ensure that they don't stray from the agreed application.
- 033.2018.REE The Committee Secretary took an action to find out Committee members availability to attend the Away Day in February.

Part D: Other Business

Schedule of meetings and business for 2018/19

034.2018.REE The Committee received its schedule of meetings and business for 2018/19 (paper reference REE-2018-025).

Date of next meeting

035.2018.REE The next meeting of the Research Ethics Sub-Committee would be held at 14:00 on 06 December 2019 in Room G07, Old Broadcasting House, City Campus.

036.2018.REE The Away-Day would be held on a date to be confirmed in February 2019.

Other business

037.2018.REE No other business was raised.

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

Signed: _____ Date: _____