



MINUTES of the meeting of the Research Ethics Sub-Committee (the 'Committee') held at 14:00 on 6 March 2019 in Old Broadcasting House, Leeds.

Present:

Professor Karl Spracklen (Chair)

Dr Rob Brooks

Dr Sophia Price

Professor Heather Shore

Dr Brian Jones

Dr Neil Evans

Martin Watson

Professor Fraser Brown

Professor Alan Simson

In attendance:

Rachel Bradford (Secretary)

Sally Clayton

Apologies:

Dr Alex Kenyon

Dr Andrew Wilson

Kay Nacto

Professor John O'Hara

Wendy Hopkins

Dr Shona Hunter

Dr Paul Thompson

Dr Jessica Guth

Dr Niall William Richard Scott

Part A: Preliminary Items

Quorum

038.2018.REE It was **noted** that the meeting was quorate with nine members present.

Declarations of interest

039.2018.REE No declarations of interest were made.

Membership

040.2018.REE The Committee **noted** the addition of Shona Hunter to the membership to replace John Sharp for Carnegie School of Education (paper reference REE-2018-028).

041.2018.REE (a) It was **noted** that the terms of office for the nominated positions of School Research Ethics Co-Ordinators for the Schools of Cultural Studies and Humanities, Art Architecture and Design, Built Environment and Engineering, Leeds Law School, Events, Tourism and Hospitality Management and Clinical and Applied Science as their terms of office would be coming to an end on 31 August 2019.
(b) It was **AGREED** that the Deans of the relevant Schools would be contacted and asked to nominate who they would like to fill the position on the

Committee for this category of membership for their Schools when the current terms of office expire.

- (c) It was **noted** that the Committee was carrying a vacancy for a School Research Ethics Co-Ordinator to represent the School of Computing, Creative Technology and Engineering. It was noted that their most recently appointed representative left the University in December 2018 and had not been replaced on the Committee. It was agreed that the Acting Dean of the School would be contacted to confirm who would represent the School at future meetings.

042.2018.REE It was **noted** that the administration of Committee was being handed over from the University Secretary's Office to the Vice Chancellor's meeting. Sally Clayton was attending the meeting as an observer and representative from the Vice Chancellor's office and she would be co-ordinating secretarial support for the next meeting.

Minutes

043.2018.REE The Committee **AGREED** that the minutes of its meeting held on 5 December 2018 were an accurate record (paper reference REE-2018-029).

Matters arising

044.2018.REE The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 5 December 2018 (paper reference REE-2018-030) and the following points were **noted**.

- (a) **European Code of Conduct for Research Integrity:** The action to approach Kay Nacto to see if she was willing to take on the mapping exercise to see the extent that the University's practices aligned with the Code was outstanding. It was agreed that the Secretary would approach Kay and advise of her response.
- (b) **List of Institution/ethics committees that have been agreed for light touch approval process:** The list had not been published at the time of the meeting although the request had been made. The action remained outstanding.
- (c) **Short Life Working Group:** The Committee noted that the Head of Research was setting up a panel to oversee the development of the new online ethics system to oversee developments and unexpected fixes. The Chair suggested that the Group would benefit from having a member of the Committee on the panel at Professor level and that the Head of Research should be approached for this to be facilitated.

Part B: Items for Information & Monitoring

Prevent update

- 045.2018.REE The Committee received an update report on Prevent matters from the Chair (paper reference REE-2018-031).
- 046.2018.REE It was **reported** that there had been 1 staff application and 17 student applications for Research Ethics approval submitted via the online system that ticked the Prevent Duty box during the period 1 September 2018 – 25 February 2019.
- 047.2018.REE It was **reported** that the staff application had been approved and 9 of the student applications had been approved. The remaining 8 student applications had been rejected as when they were reviewed it transpired that they did not in fact fall within the Prevent Duty.

Research Ethics Audit action plan monitoring:

- 048.2018.REE
- (a) The following School's provided an update on their action plans:
 - Built Environment & Engineering (paper reference REE-2018-032)
 - Carnegie School of Education (paper reference REE-2018-033)
 - Clinical & Applied Sciences (paper reference REE-2018-034)
 - Cultural Studies & Humanities (paper reference REE-2018-035)
 - Health & Community Studies (paper reference REE-2018-036)
 - Leeds Business School (paper reference REE-2018-037)
 - Carnegie School of Sport (paper reference REE-2018-040)
 - (b) A verbal update was provided for Leeds School of Social Sciences and the School of Art, Architecture and Design.
 - (c) It was **noted** that no reports had been submitted by the School of Film, Music and Performing Arts, Leeds Law School and the School of Computing Creative Technology & Engineering. It was agreed that updates would be sought from these Schools.
 - (d) It was **noted** that Leeds Law School were to submit their own report separate from that of Leeds Business School.

Part C: Items for discussion/decision

Feedback from Research Ethics Away-Day held on 14 February 2019

- 049.2018.REE The Committee received a verbal update from the Chair following the Research Ethics Away-Day held on 14 February 2019.
- 050.2018.REE It was **reported** that the following decisions had been made at the Away Day:
1. Postgraduate students would need to contact the Insurance & Risk Officer to discuss projects where they intend to conduct research outside of the

- United Kingdom. This would allow the University to make sure appropriate insurance coverage would be in place.
2. Retrospective applications for ethics approval would not be permitted.
 3. The Chair of the Research Ethics Committee would contact Deans of Schools to remind them of the importance of allowing Local Research Ethics Co-Ordinators and School Research Ethics Co-Ordinators time to carry out their important roles.
 4. The Chair of the Research Ethics Committee would contact all School Research Ethics Co-Ordinators at the end of each academic year to get a list of all Risk Category 3 project approvals. A sample (1 in 50) would be audited to check the approval process was sufficiently robust and that the project had not strayed beyond the agreed scope.
 5. A simple guide to research ethics would be drafted for publication on the Research Ethics pages of the University's website.
 6. Content about research ethics would be developed for the Skills for Learning site.

051.2018.REE It was **noted** that the Chair had prepared the simple guide to research ethics which had been circulated to members of the Committee for comment. The Committee **APPROVED** the draft guide.

Proposal for School Research Ethics Audit Process for 2018/19

052.2018.REE The Committee received a report from the Chair detailing proposals for School Research Ethics Audit Process for 2018/19 (paper reference REE-2018-038).

053.2018.REE The Committee considered the paper and **noted** that the process was the same one being followed for the 17/18 academic year.

054.2018.REE The Committee **APPROVED** the proposal.

Part D: Other Business

Schedule of meetings and business for 2018/19

055.2018.REE The Committee received its schedule of meetings and business for 2018/19 (paper reference REE-2018-039).

Date of next meeting

056.2018.REE The next meeting of the Research Ethics Committee would be held at 14:00 on 22 May 2019 in Room G07, Old Broadcasting House, City Campus.

Other business

057.2018.REE No other business was raised.

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

Signed: _____ Date: _____