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**BOURNEMOUTH UNIVERSITY**

**UNCONFIRMED A**

**UNIVERSITY RESEARCH ETHICS COMMITTEE**

**MINUTES OF A MEETING OF THE UNIVERSITY RESEARCH ETHICS COMMITTEE  
HELD ON  
14<sup>TH</sup> JUNE 2007**

Present: Prof N Petford (Acting Chair)  
Dr J Cobb, Prof J Fletcher, Mr G Forbes, Dr I Hanson, Ms J Hanson, Rev  
Dr D Hart, Ms S Keith, Dr J Kiely, Dr D Lilleker, Dr G Roushan and Dr K  
Wilkes

Apologies: Dr E Carr and Dr C Miller (represented at the meeting by Ms S Keith).  
Mr Forbes acted as the Committee Secretary

**ACTION**

**1. WELCOME AND INTRODUCTION**

- 1.1 The Chair welcomed members to the first meeting of the University Research Ethics Committee. He explained that in the past academic staff involvement with the consideration of ethics had been concentrated in only a few academic disciplines, particularly those concerned with medical research in IHCS.
- 1.2 Many research funding bodies required that funding applications be subject to ethical consideration and a significant example of the changing expectations in this area was the recent introduction of an ethical framework by the ESRC. Although the University had produced an ethics policy and guidelines for staff use it would now be necessary to establish a University wide committee to develop policy and procedure which could meet the requirements of the ESRC framework and the expectations of other bodies.

**2 APPOINTMENT OF CHAIR**

- 2.1 It was agreed that Rev Dr David Hart would be appointed Chair of the Committee. It was noted Revd Hart was appointed as a lay member of the Committee and it was felt to be advantageous for the Committee to have a Chair independent of the day to day operations of the University. There was the possibility that the Chair's workload might grow considerably once new policies and procedures were established and it was agreed that the appointment would be reviewed after the first year of appointment.

- 2.2 The Committee agreed that the secretary should approach Rachel Helmsley of the NHS Dorset Research Ethics Committee to see if she would be available to be a lay member of the Committee. Committee members were asked to provide the secretary with the details of any other contacts they believed suitable for the role of lay members.

GF

Members

**3. TERMS OF REFERENCE AND CONSTITUTION OF THE COMMITTEE**

- 3.1 The Secretary reported that the Terms of Reference and constitution had been considered by a drafting group before sending the document out with the agenda. The intention was to create a University wide committee to develop policy and procedures, to promote staff development and to give ethical consideration to projects requiring the approval of funding bodies.
- 3.2 It was intended that research supervisors would be expected to give initial ethical review to project proposals and provide students with general relevant advice and guidance. Although the details of this process were yet to be decided it would be necessary to record that ethical consideration had been given. If the supervisors encountered problems these could be referred to the Research Ethics Representatives appointed by each School who were also members of the School and University Research Committees. It was expected that once the review process had been agreed the guidance given to students preparing for dissertations or other research projects and dissertation handbooks would need to be reviewed to ensure that ethical review was a significant part of the project planning process. In addition it would be necessary to review units covering research methods to identify resources that could be used in common.
- 3.3 It was noted that some research bodies would have independent research ethics review processes that needed to be completed before grants were awarded or research approval given. This was particularly relevant when medical research was being considered because the NHS had its own approval system and it was not the intention of the University Committee to attempt to replace, duplicate or intervene in any way with the work of the NHS Committees. In some cases the University would provide the ethical review of a project before it was submitted to a funding council and those responsible in the University would be able to show that a satisfactory process had been completed.
- 3.3 It was proposed and agreed that section 6 of the Terms of Reference be amended to give the Committee the responsibility for dealing with conflicts of interest. A minor typographical correction involved the removal of an extra 'and' in section 5.
- 3.4 The Terms of Reference were approved subject to the amendments in minute 3.3 above and recommended to Senate for inclusion in the Senate Standing Orders Appendix. GF

#### **4 DEVELOPMENT OF ETHICS POLICY AND PROCEDURE**

- 4.1 The Committee agreed that a sub-group representing different disciplines be established to consider the detailed development of policy and procedure and guidance for staff. It was also agreed that the sub-group would meet in early July and that the Secretary would make the necessary arrangements. GF/sub-grp

#### **5. STAFF DEVELOPMENT**

- 5.1 The Committee considered and approved a proposal to arrange a staff development session for members of the University Committee. The session would be provided by members of staff from the Keele University Centre for Professional Ethics sometime during late October or early November. It was expected that 25-30 places would be available so Schools could send more than one representative. GF
- 5.2 It was noted that the University was a member of the South West Regional Ethics meeting. The secretary reported that he had attended the first meeting of the group which consisted of researchers and research administrators seeking to develop contacts and with an interest in policy and process especially with regard to social science research.

**6 DATE OF NEXT MEETING**

It was agreed that the next meeting of the University research Ethics Committee should be after the training event to be organised for late October/early November

Graham Forbes  
Assistant Registrar  
15<sup>th</sup> June 2007