Research Ethics Committee (CONFIRMED MINUTES)

Wed 10 November 2021, 14:00 - 16:00

Online

Attendees

Board members

John Stevens (Independent Chair), Samuel Hills (FHSS Academic Representative), Lesley Hutchins (RDS Representative), Jamie Matthews (FMC Academic Representative), Andy Mercer (FHSS Academic Representative), Jonathan Parker (SSH REP Chair), Sam Porter (STH REP Chair), Natalie Stewart (Doctoral College Representative), Liam Wignall (FST Academic Representative), Suzy Wignall (Clinical Governance Adviser), Sarah Bell (REC Secretary)

Absent: Chris Chapleo (BUBS Academic Representative), Donald Gobbett (Independent Deputy Chair), Zulfiqar Khan (FST Academic Representative), Tanya Le Roux (FMC Academic Representative), Joseph McMullen (PGR Representative)

Meeting minutes

1. Welcome & Apologies

Information
John Stevens

Members were welcomed and apologies from absent members noted

2. Minutes of the Last Meeting - Wednesday 30th June

John Stevens

It was agreed that the minutes were an accurate account of the last meeting

3. Conflicts of Interest

Information
John Stevens

No conflicts of interest were reported

4. Update on Actions

Information
Sarah Bell

S Bell reported the following updates:

4.1. Online Ethics Checklist

Sarah Bell

Changes to the online ethics checklist (overseas research section) had gone live in September.

4.2. Online Ethics Modules (Epiguem)

Sarah Bell

Budgets for subscriptions for training modules had been centralised. S Bell had met with IT Services (software licencing team) and the licence renewal would go ahead with Epigeum which would give us a licence until March/April 2023 (as a minimum).

There was strong support for the licence to be renewed (preferably for 3 years) from the Committee, given the financial commitment but also the support needed from within the University to create and maintain in-house training provision. To create material in-house would needed to be properly resourced (money and time).

4.3. Terms of Reference (REC)

Sarah Bell

Minor changes to the membership section (tenure) had been approved by Senate.

5. STH REP Report

Discussion
Sam Porter

The Panel Chair reported 5 new academic representatives had joined the panel (3 from FHSS and 2 from FST).

Online meetings continued to work well.

The HRA had published details of Welcome funded study related to autism that had been suspended. The matter had eugenics implications. For reassurance, the issue had been explored with BU researchers who work in the area of autism. It was established that similar ethical issues were not a risk in the research being carried out at BU.

6. SSH REP Report

Discussion
Jonathan Parker

The Panel Chair reported that panel continued to work well. To accommodate members educational demands, the meeting times had been changed during term time.

Both Panel Chairs commented how meeting online had worked very well.

7. Clinical Governance Update

Information
Suzy Wignall

S Wignall reported that a number of monitoring visits had taken place online. Monitoring will continue in hybrid form, taking place either online or in person depending on the requirements of the study.

8. Clinical Standard Operating Procedures - Amendments

Decision
Suzy Wignall

S Wignall reported minor Amendments to BU RDS SOP 002 Amendments v4.

Changes were ratified by the Committee

9. Compliance and Licensed Activity Committee

Discussion
Suzy Wignall

The committee had received a summary report on the establishment on a new Committee: Compliance & Licenced Activity Committee; subcommittee of the University Leadership Team (ULT). This Committee would provide executive assurance and oversight on specified compliance and licensed activity.

There will be a two-way link between CLAC and REC. It was envisaged that CLAC will report formally to REC at least annually. REC will report to CLAC annually on monitoring conducted by the REC where it relates to compliance.

CLAC would like a member of REC to join as part of its membership. After discussion, Prof Porter was nominated to join CLAC as REP Representative.

10. Matters Arising

Discussion
John Stevens

It was agreed that meetings would continue online for both Panels and the Committee.

11. Any other Business

Discussion
John Stevens

No other business was raised.

12. Date of Next Meeting

Information

2 March 2022