

BRUNEL UNIVERSITY RESEARCH ETHICS COMMITTEE

Minutes of the seventieth meeting of the University Research Ethics Committee, held 25 September 2014

Present: David Anderson-Ford (Chair), Sheila Bannerman, Jan Fidrmuc, Jon Ford, Joan Gandy, Richard Godfrey, Derek Healy, Koen Matthys, Javaid Rehman, Paul Roden, Clare Williams, Jim Wood, Martin Zaranyika, Mary Liddell (Secretary)

Visitors: Kate Dunbar

Apologies: Sue Broadhurst, Laurence Brooks, Andrew George, Peter Hobson (Deputy Chair), Kate Hone, NACWO and Home Office Liaison Officer, Geoff Rodgers, Natasha Slutskaya, Mary Pat Sullivan

Reserved (FOI)	Release date
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583. Declarations of interest

There were no declarations of interest.

Action:

584. Minutes

The minutes of the sixty-ninth meeting held on 24 July 2014 were RECEIVED and ACCEPTED as a true record.

Action:

585. Matters arising

585.1. Review of external applications (576.2)

The issue of professional liability cover for external members was raised at a previous meeting. The Chair had now provided the information to the member who raised the query, and would circulate it to the other external members.

Action: DA-F

585.2. Electronic applications (576.4)

The Chair notified the Committee that a demo would be provided by Infonetica on 06 October at 1100 in ESGW 103. Any member of the Committee who was interested in attending would be welcome.

Action:

585.3. Standard operating procedures (579)

The Secretary indicated that the changes agreed at the previous Committee meeting had been incorporated in the document, and it was now published internally. It would be published externally by the end of the calendar year.

The Chair reported that the meeting with the Health & Safety Office had not yet been scheduled, but would be shortly.

**Action: ML,
DA-F**

585.4. Attachment of Research Ethics Application form to dissertations

A representative from CBASS raised a query regarding the practice of attaching a copy of the research ethics application form to student dissertations. As the student's name and, in some cases, phone number, were included on the form, this made it possible for markers to determine the identity of the student, which was contrary to the University's anonymous marking policy.

It was recommended that any data identifying the student, other than the student number that was included on the application form (and any other related documents that might be attached) should be redacted prior to the submission of the dissertation for marking.

Action:

586. Report from the Animal Research Ethics Sub-Committee

In the absence of the NACWO, the Health & Safety representative provided a report. The current Sub-Committee Chair had stood down. The Terms of Reference had been reviewed.

All members of the UREC were invited to send comments on the Use of Animals in Research Code of Practice to the UREC Chair.

Action: ALL

587. Report from the Human Tissue Act Compliance Sub-Committee

The Sub-Committee Chair reported that the annual human tissue audit had been completed.

The Chair was visiting those areas of the University that were holding or using human tissue to ensure that there would be appropriate representation on the Sub-Committee.

Action:

588. Transformational change programme (576.1)

The Chair reported that he had met with a number of Deans and Vice-Deans in the Colleges to explain the requirements for research ethics committees. He also planned to meet with each College's Research Manager, and with the Director of BEEC.

It was suggested that, although the practice of the UREC was not to dictate how the Colleges should set up their research ethics committees, they might need some guidance regarding the number of Research Ethics Officers required.

The Chair reminded the Committee of the issues surrounding the receipt of applications from Institutes under the new organisation of the University. A representative from CHLS had provided a short paragraph to explain why the preferred option would be to have the Principal Investigator's College research ethics committee review Institute-based applications.

The comment was made that there would be some members of staff who would be based in Institutes who would not also be members of a College. In those cases, the UREC would be the appropriate committee to review a research ethics application.

The Secretary agreed to revise the statement accordingly. The Chair would submit the statement to the Executive Board for their consideration.

**Action: ML,
DA-F**

589. Research integrity

The Chair reviewed the Code of Research Integrity and pointed out the UREC's responsibilities in connection with ensuring the integrity of research carried out by University staff and students.

Action:

590. Any other business

590.1. Central register of research projects

Following on from the discussion under minute 588, it was suggested that there should be a central register of research projects which have been submitted for ethics approval. The representative from Health & Safety stated that his office was in the process of compiling a list of projects taking place on University property (which also included projects not using human participants).

It was acknowledged that the H&S list would not include projects not taking place on campus or via online surveys.

It was suggested that College Research Ethics Committees should maintain a list of projects, including student projects, which had been reviewed (whether or not approved). In the Committee's view, this would not be a difficult undertaking. It was suggested that the report from the last SREC review could be used as a starting point to see what was in place prior to 1 August.

Action: KD

590.2. Applications from GSK

The Chair notified the Committee that two research ethics applications had been received from GSK. One had been approved, and the other was in the process of being reviewed.

Action:

590.3. 'Research at Brunel' intranet site

The Chair informed the Committee of the launch of the new 'Research at Brunel' site on IntraBrunel (<https://intra.brunel.ac.uk/research/Pages/default.aspx>) and noted that research ethics does not appear anywhere on the home page. He intended to bring this to the attention of the Deputy Vice-Chancellor (Research).

Action: DA-F

591. Meeting dates

27 November 2014
22 January 2015
26 March 2015
28 May 2015
23 July 2015

Action: ALL

ML: 26/09/14

UNIVERSITY RESEARCH ETHICS COMMITTEE - SEPTEMBER 2014 - ACTION SHEET

Minute	Item	Action	Action by
585.1	Review of external applications	Provide evidence of professional liability cover to externals	DA-F
585.3	Standard operating procedures	Publish externally	ML
		Schedule meeting with Health and Safety Office	DA-F, DH
586	Report from Animal Research Ethics Sub-Committee	Provide comments on code to UREC Chair	ALL
588	Transformational change programme	Provide statement to Executive Board re: Institute applications	ML, DA-F
590.1	Central register of research projects	Review existing practice	KD
590.3	'Research at Brunel' intranet site	Provide feedback to DVC (Research)	DA-F