

BRUNEL UNIVERSITY RESEARCH ETHICS COMMITTEE

Minutes of the seventy-second meeting of the University Research Ethics Committee, held 22 January 2015

Present: David Anderson-Ford (Chair), Sheila Bannerman, John Barker, Laurence Brooks, Malcolm Clarke, Joan Gandy, Derek Healy, Ashraf Khir, Koen Matthys, NACWO and Home Office Liaison Officer, Tina Ramkalawan, Natasha Slutskaya, Clare Williams, Jim Wood, Mary Liddell (Secretary)

Visitors: Kate Dunbar

Apologies: Chair, Animal Research Ethics Sub-Committee, Andrew George, Richard Godfrey, Peter Hobson (Deputy Chair), Kate Hone, Javid Rehman, Geoff Rodgers

	Reserved (FOI)	Release date
601. Declarations of interest		
There were no declarations of interest.		
		Action:
602. Minutes		
The minutes of the seventy-first meeting held on 27 November 2014 were RECEIVED and ACCEPTED as a true record.		
		Action:
603. Matters arising		
603.1. Review of external applications (594.1)		
All external members had received information regarding professional liability coverage while acting on behalf of the Committee.		
		Action:
603.2. Electronic applications (594.2)		
The Chair provided an update on progress. The concept had the support of senior managers; it was hoped that the system would be in place in time for the start of the 2015/16 academic year. A draft contract had been provided, and was under review.		

There would be staff development and student supervisor development elements associated with rolling out the system.

Related to this, the Chair indicated that he did not feel the current UREC Expedited Review form was still fit for purpose; it would save time and effort if a common expedited form was adopted by all Colleges. He recommended that the form developed for the School of Social Sciences last year become the accepted Expedited Review form.

The Secretary agreed to circulate the form to the proposed UREC membership for comment.

Action: ML

603.3. Transformational change programme (594.4)

The Chair reported that Standard Operating Procedures for the CRECs had been provided to each College. He reiterated that *all* researchers needed to be aware of these procedures.

Talks had been held with RSDO, and they had agreed to renew their efforts to ensure that all externally-funded projects requiring ethics review actually applied for it.

The Chair and the Governance Administrative Assistant would be revisiting the Colleges to ascertain what system of research ethics processes and procedures had been adopted in each.

**Action: DA-F,
KD**

603.4. Central register of research projects (594.5)

The Research Strategy Committee would put together a working party to investigate ways to create a central register of research projects. The Chair would report back to the Committee on this subject.

Action: DA-F

603.5. 'Research at Brunel' intranet site (594.6)

Action was still awaited on this item.

Action: DA-F

603.6. Declaration of interests form (599)

The Chair reminded the Committee that a notice about the necessity for all staff to declare appropriate interests had been published on IntraBrunel late last year. The policy could be viewed here: http://www.brunel.ac.uk/_data/assets/pdf_file/0005/310487/Conflict-and-Declaration-of-Interest-Policy-Nov-2014.pdf.

Any member of the Committee who needed to declare an interest could use the form on the GILO intranet page: <https://intra.brunel.ac.uk/s/GILO/Pages/GILO.aspx>.

Nil reports were not required.

Action: ALL

603.7. Security-sensitive data storage

The Chair reported that a system for this had been put in place. A pilot study was required to ensure that it was completely fit for purpose.

Action:

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

The Chair of the HTA-C Sub-Committee reported on recent and planned activity.

A recommendation was made that training on the use of human tissue at the University would be useful.

Action:

605. Report from the Animal Research Ethics Sub-Committee

The NACWO and Home Office Liaison Officer reported on recent developments. It was noted that the refurbishment of the facility would start next week and continue until approximately April.

Action:

606. Composition of UREC

The Chair introduced the paper on the proposed composition of the UREC post-TxP, and the proposed changes to the Terms of Reference.

The Committee AGREED with the proposed composition, with one amendment (the addition of a representative of the Graduate School).

The Committee AGREED with the proposed ToR, with one amendment (no report to be submitted to Senate).

The Secretary agreed to forward these as amended to Council.

Action: ML

607. Any other business

607.1. Definition of a child for research purposes

The Chair noted that a question had been raised regarding the participation of young adults (under 18) in research, and whether consent was required from those participants' parents/guardians. A guidance note was provided to the Committee.

The Committee were in agreement with the information in the guidance note; the Secretary agreed to post it on the UREC websites.

Action: ML

607.2. 'School' reports to UREC

The Secretary requested that representatives from the Colleges remind their College Research Managers that the final 'School' reports to the UREC (for the 2013/14 academic year) were due to the Secretary by the end of February.

Action:

607.3. Chair and Deputy Chair of UREC

The Chair announced that nominations would be welcome for a new Chair and Deputy Chair of the Committee. He would draft a description of the roles, and it would be posted on IntraBrunel. The aim would be to have a new Chair and Deputy Chair elected at the July meeting. Expressions of interest in the roles were invited.

Action:

608. Meeting dates

26 March 2015
28 May 2015
23 July 2015

Action:

ML: 29/01/15

UNIVERSITY RESEARCH ETHICS COMMITTEE - JANUARY 2014 - ACTION SHEET

Minute	Item	Action	Action by
603.2	Electronic applications	Circulate expedited form to Committee	ML
603.3	Transformational change programme	Determine what research ethics processes are in use	DA-F, KD
603.4	Central register of research projects	Report on working group deliberations	DA-F
603.5	'Research at Brunel' intranet site	Speak with DVC-R about adding research ethics info	DA-F
603.6	Declaration of interests form	Fill in form if required	ALL
606	Composition of UREC	Amend composition and ToR	ML
		Circulate to Research Managers	ML
		Forward to Council	ML
607.1	Definition of a child for research purposes	Post guidance note on websites	ML