

University Research Ethics Committee

Terms of Reference and Composition 2020-21

The University Research Ethics Committee is a sub-committee of the Research Committee. Its primary focus is to consider general ethical issues concerning activities of research undertaken by University staff and students or other individuals working with the University, in accordance with the Code of Practice Governing the Ethical Conduct of Research (the Code).

Specifically, the Research Ethics Committee is required to:

1. Consider and approve, where appropriate, applications for Ethical Consideration by the University staff and students or other individuals working with the University; in accordance with the Code and university guidance;
2. Keep under review the Code of Practice Governing the Ethical Conduct of Research, with particular regard to external developments;
3. Develop, monitor and audit the operation of the University's framework for research ethics, including College ethical review bodies, decisions and systems, in accordance with the Code;
4. Have oversight of the provision, institutionally, of ethics guidance, development and training for staff, including College Research Ethics Co-ordinators and Advisors;
5. Consider major gift acceptance which may require ethical scrutiny, separate from research ethics scrutiny, in liaison with the relevant teams
6. Consider, where relevant, the impact of the research on the environment from a sustainability perspective;
7. Directly report to the Research Committee on research ethics matters, including through the Annual Activity Report.
8. Have overview of College Research Ethics Committees which report to College Research Committee and University Research Ethics Committee.
9. Manage and monitor the Human Tissue Licence and the Human Tissue Steering Group.

Membership

Chair, nominated by the Chair, Research Committee (1)

Ex-officio

- College Research Ethics Committee Chairs (3)
- Polyclinic Manager (1)
- University Human Tissue Authority Officer (HTA Designated Individual) (1)
- Head of Research Office (1)

Nomination/Elected

- Doctoral Researchers (2)
- External Lay Members nominated by the Committee (2)

Co-opted, by invitation

- College Research Ethics Committee (academic) representatives (3)
- Information Compliance Manager (1)
- Data Security Manager (1)

- Contracts Partner (1)
- Research Development Team Manager (1)
- Research and Scholarly Communications Lead (for Research Data Management) (1)
- Research Fellow (for Health Research Authority {NHS} Advice) (1)

Secretariat

Nomination of the Head of Research Office

A quorum of the Research Ethics Committee shall comprise a minimum of 40% of the members, including the Chair or her/his nominee.

Declarations of interest shall be considered by the Committee and recorded in the minutes. If it is decided and agreed upon that a Conflict of Interest is deemed to exist, the Committee shall exercise its right to exclude that member from participation in the decision-making (vote), however the member may still participate in a discussion. A conflict of Interest should be recorded in the Minutes.

Meetings

The Research Ethics Committee shall meet 5 times a year where there is business to consider. Also additional meetings may be called by the Chair as deemed necessary to execute the business of the Committee.

The Research Ethics Committee may hold sub-panels (by e-meeting or in person) where proposals need to be expedited, a sub-panel will constitute minimum 3 members, inclusive of Chair.

Operation of sub-panels (detail provided from Addendum B: Code of Practice Governing the Ethical Conduct of Research):

- Sub-panels must consist of at least three Committee members, including the Chair (or nominated Acting Chair). The three members of the sub-panel, including the Chair (or nominated Acting Chair) must not have a conflict of interest with any of the applications or proposals to be reviewed. Where this is the case an additional member must be appointed to the sub-panel.
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- The sub-panel must include at least one member from outside of each of the applicant's own host School.
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- Each sub-panel requires a Secretary to be present, who does not count towards the membership.