UNIVERSITY RESEARCH ETHICS SUB COMMITTEE

Minutes of the meeting on 9th October 2024

Attendees	By Invitation
Professor Neil Ferguson (Chair) Dr S Al-Azami Ms A Hendrick Professor A Hodkinson Dr Mary Clare Martin Dr J McGeough Dr N Vibla	**Apologies**
Secretariat	**Copy to**
Mr Marc Jones	University Research Committee

	ACTION
1. Chair's welcome	
The Chair welcomed members to the meeting.	
2. Apology	
Apologies were received from Dr Trawinski.	
3. Minutes of the meeting held on 1st May 2024	
Minutes of the meeting held on 6th March 2024 were received. The minutes were APPROVED as a correct record.	
4. Matters arising	
Re definitions of 'vulnerability', the Chair informed members that he and Dr Hodkinson have drafted a document and will circulate this to school ethics teams. Re ethics training, Dr Al-Azami asked Dr Hodkinson to re-circulate his Powerpoint presentation. Dr Hodkinson undertook to do this. Re administrative support for school ethics committees, the Chair informed members that he would raise this with the Executive Dean for Research. The	**Dr Hodkinson to re-circulate presentation.** **Chair to contact Executive Dean for Research,**

Chair undertook to see if there were currently Terms of Reference for school ethics committees.	**and confirm re ToRs.**
5. Research Ethics at Hope Partners	
There were no issues to report.	
6. Online submission, process and storage of Research Ethics Applications and Decisions	
The Chair informed members that Mr Kennedy is working through the snagging list and has been given workload capacity to do this. Members had received Dr Trawinski's recommendations re the ethics approval process. Dr McGeough noted the recommendation relating to 'umbrella ethics' and asked for further clarity as to scenarios in which this could be used. Dr McGeough added that the online submission system should make it easy to see clearly which colleagues are involved in any given research project. The Chair asked Mr Jones to invite Dr Trawinski to the next meeting of the sub-committee.	**Mr Jones to invite Dr Trawinski.**
7. Issues or questions from the Faculty of Education and Social Sciences	
Dr Hodkinson informed members that following changes to the Teacher Education curriculum students on this course will be expected to undertake research. Dr Hodkinson reminded members that c.150 students are in each cohort, adding that colleagues in that area may not have recent training in research ethics. Dr McGeough responded that her school has been in a similar situation and undertook to contact Dr Hodkinson re this.	**Dr McGeough to contact Dr Hodkinson**
8. Issues or questions from the Faculty of Creative Arts and Humanities	
There were no issues to raise.	
9. Issues or questions from the Faculty of Human and Digital Science	
There were no issues to raise.	
10. Issues or questions from the Faculty of Business, Law and Criminology	

Dr Vibla requested a meeting with the Chair to discuss research ethics in her faculty.	**Chair to meet with Dr Vibla.**
11. The Concordat to Support Research Integrity	
There were no issues to raise.	
12. 13. 14. 15. Minutes and Reports from Schools	
The Chair asked members to send any outstanding minutes to Mr Jones.	**Members to send minutes to Mr Jones.**
16. Research Ethics Concerns from students	
There were no issues to raise.	
14. AOB	
Returning to the issue of definitions of 'vulnerability' (see item four), Dr Hodkinson informed members that the document drafted by him and the Chair raised the issue of people with disabilities being automatically treated/classed as 'vulnerable'. The Chair reminded members that the only group of people who should be automatically classified in this way are those under sixteen. The Chair undertook to share the document with faculty ethics chairs. Dr Martin informed members that she had been undertaking similar work at her institution and undertook to share materials with Dr Hodkinson.	**Chair to share document.** **Dr Martin to share material with Dr Hodkinson.**