

THE UNIVERSITY OF LEEDS

THE COUNCIL

University Research Ethics Committee

**Faculty of Medicine and Health Research Ethics Committee**

**Terms of Reference 2019-2020**

1. To consider applications for ethical review from University staff and students which include research with significant ethical dimensions, in particular those involving human subjects; data pertaining to human subjects; and research with the potential for an adverse impact upon the physical environment. The Faculty Research Ethics Committee has delegated the review of such proposals to the School Research Ethics Committees (FRECs).
2. To protect the dignity, rights and welfare of research participants and to consider the safety of the researcher(s).
3. To ensure that ethics review is independent, competent and timely.
4. To work with applicants to ensure that research is conducted ethically.
5. To promote awareness and understanding of ethical issues in research throughout the Schools covered by the FREC.
6. To provide advice on any ethical matters relating to research that are referred to it from within the Schools covered by the FREC.
7. To audit research which received ethical approval to ensure compliance with ethical practices.
8. To monitor the ethics review arrangements in place within Schools and Institutes within the Faculties covered by the FREC.
9. Where necessary, to withdraw or suspend approval of a research project due to serious concerns regarding its ethical aspects.
10. To refer matters of complexity or sensitivity to the UREC for advice or assessment.
11. To report annually to the University Research Ethics Committee.
12. The FREC will meet four times a year and on an ad hoc basis as necessary.
13. The Committee shall have the power to co-opt such additional members as are necessary for the conduct of its business.
14. Applications which come within the remit of the NHS Health Research Authority Research Ethics Committees, or Home Office regulated research, are not within the remit of this Committee.
15. To monitor the ethics review arrangements in place within Schools within the Faculty of Medicine and Health.

16. To provide guidance on cases of uncertainty brought to its attention by a School Research Ethics Committee and for making decisions on cases that cannot be resolved by a School Research Ethics Committee.
17. To establish and subsequently monitor the implementation of a procedure for considering appeals against decisions made by a School Research Ethics Committee to withhold, suspend or withdraw ethical approval of a research project.

## **Membership**

Membership should be multidisciplinary and include representatives of all the Schools within the Faculties covered by the FREC as well as at least one appropriately trained external member with no affiliation to the University of Leeds, and be constituted so that conflicts of interest are avoided.

1. The FREC will be chaired by a nominee of the Dean of the Faculty of Medicine and Health.
2. The other members will comprise the Chairpersons and Vice-chairpersons of the FREC subcommittees.
3. All members shall normally hold office for a term of three years, and be eligible for reappointment thereafter.
4. The Committee shall also have the power to co-opt such additional members as are necessary for the conduct of its business.

## **Members**

Professor Liz Hughes (Chair, School of Healthcare)

*Vacancy* (Deputy Chair)

Ralph Coyle (Lay member)

Dr Jinous Tahmassebi (DREC Chair, School of Dentistry)

Dr Jianhua Wu (DREC Deputy Chair, School of Dentistry)

Ms Helen Convey (SHREC Chair, School of Healthcare)

Dr Amy Hunter (SHREC Deputy Chair, School of Healthcare)

Dr Anthony Howard (SoMREC Co-Chair, School of Medicine)

Dr Naomi Quinton (SoMREC Co-Chair, School of Medicine)

Prof Graham Finlayson (SoPREC Chair, School of Psychology)

Cristina Harney (SoPREC Deputy Chair, School of Psychology)

### *In attendance*

Clare Skinner (Head of Research Integrity and Governance)

Jennifer Blaikie (Senior Research Ethics Administrator)

Rachel de Souza (Faculty Research Ethics and Governance Administrator)

## **Terms of reference for the School Research Ethics Committees (School RECs)**

1. To consider applications for ethical review from University staff and students which include research with significant ethical dimensions, in particular those involving human subjects; data pertaining to human subjects; and research with the potential for an adverse impact upon the physical environment. The FMH FREC has delegated the review of such proposals to the FMH School Research Ethics Committees (School RECs).
2. To protect the dignity, rights and welfare of research participants and to consider the safety of the researcher(s).
3. To ensure that ethics review is independent, competent and timely.
4. To work with applicants to ensure that research is conducted ethically.
5. To promote awareness and understanding of ethical issues in research throughout the Institutes covered by the School REC.
6. To provide advice on any ethical matters relating to research that are referred to it from within the School
7. To audit research which received ethical approval to ensure compliance with ethical practices.
8. Where necessary, to withdraw or suspend approval of a research project due to serious concerns regarding its ethical aspects.
9. To refer matters of complexity or sensitivity to the FMH FREC for advice or assessment.
10. To report to the FMH FREC on an annual basis.
11. The School REC will meet at least twice a year and on an ad hoc basis as necessary.
12. The Committee shall have the power to co-opt such additional members as are necessary for the conduct of its business.
13. Applications which come within the remit of the NHS Health Research Authority Research Ethics Committees, or Home Office regulated research, are not within the remit of this Committee.

## **School REC membership**

1. Each School REC will be chaired by a nominee of the Head(s) of School(s), with appropriate experience.
2. Where the School is responsible for research ethics within more than one Institute, the chairperson and vice-chairperson should normally be from different Institutes.
3. The other members should be nominated to reflect the range of Institutes, constituent Centres or Academic Units covered by the School REC.
4. All members shall normally hold office for a term of three years, and be eligible for reappointment thereafter
5. The Committees shall, in addition, have the power to co-opt such additional members as are necessary for the conduct of its business.