UNIVERSITY OF HERTFORDSHIRE

ETHICS COMMITTEE FOR STUDIES INVOLVING HUMAN PARTICIPANTS

Minutes of the meeting of the Ethics Committee for Studies Involving Human Participants of the Academic Board held on 1 May 2019.

PRESENT: Professor W B Hunt (Chairman)  
Dr S Grey  
Dr C Blankfield  
Mr A Hall  
Ms M Kanwar  
Mrs M McPhail  
Rev Dr A Smith  
Ms L Oosterbaan  
Dr T H Parke  
Dr S A Trainis  
Dr R Godbold  

IN ATTENDANCE:  
Ms L Caselles Vallejo

APOLOGIES:  
Dr B Larvor  
Professor C Sandis  
Dr A Ludlow  
Ms C Rendell

ACTION

103  
MEMBERSHIP  
103.1 Category 3: Five (5) members, at least two (2) of whom will normally be external to the University, drawn from a range of disciplines as agreed between the Vice-Chancellor and the Chairman of the Ethics Committee, and to include a moral philosopher and a medical practitioner

Noted:

103.1.1 Mr N Ross’s departure from the Committee due to increasing work commitments and the consequent vacancy for a Lawyer in this membership category;

103.1.2 the continued vacancy for a Social Scientist in this membership category.

104  
MINUTES – 13 MARCH 2019

Confirmed and signed: minutes of 13 March 2019 (Confidential Agenda Paper 3, refers).

105  
MATTERS ARISING FROM THE MINUTES  
105.1 University of Hertfordshire logo for use by students - Minute 88.1 and 68.2, refer (Minute 108, refers)

105.2 Collection of data by students whilst on placement – Minute 89.1.1, refers (Minute 109, refers)

105.3 Class protocols at INTI International University and Colleges – Minute 89.1.2 and Note 2.7, Chair/ECDA Chairs termly meeting, 3 April 2019 (Agenda Paper 6), refer

Minute 105.3 is confidential and available to members and officers in attendance only
105.4 Online ethics application system – Minute 90, refers

105.4.1 Received: an oral report from Dr S A Trainis.

105.4.2 Noted: Dr Trainis had been in contact with Coventry University and there was an indication that the cost of their online ethics application system was in the vicinity of £40K.

105.4.3 Agreed: Dr Trainis would start preparing a capital expenditure bid for next year.

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105.5 Risk assessment

(Minute 110, refers)

105.6 Data Protection Impact Assessment (DPIA) – Minute 92 and 73, refer

(Minute 111, refers)

105.7 Changes to EC3 and EC6 forms – Minute 93 and 72, refer

Noted: changes to the EC3 Consent Form and the EC6 Participant Information Sheet agreed at the last meeting had been made and the amended forms published in the UH Ethics Approval StudyNet site.

106 MATTERS REFERRED FROM ECDAs

There were no new matters referred from ECDAs for consideration by this Committee.

107 CHAIR/ECDA CHAIRS TERMLY MEETINGS

Noted: the Notes of the Chair/ECDA Chairs termly meeting on 3 April 2019 (Confidential Agenda Paper 6, refers).

108 UNIVERSITY OF HERTFORDSHIRE LOGO FOR USE BY STUDENTS – Minutes 88.1 and 68.2, refer

Considered and approved:

108.1.1 a University of Hertfordshire Ethics Committee logo and accompanying text for use by students and staff in their communications with human participants (Confidential Agenda Paper 7, refers);

CLERK

108.1.2 subject to minor amendments, changes to section 14.6.1 of UPR RE01, in relation to the usage of the University logo by students, to be considered by the Standing Working Party on University Policies and Regulations at their summer meeting (Additional Agenda Paper 7, refers).

CLERK

109 COLLECTION OF DATA BY STUDENTS WHILST ON PLACEMENT – Minute 89.1.1, refers

109.1 Considered: an FAQ for publication in the UH Ethics Approval StudyNet site about collecting data for a study prior to its commencement (Agenda Paper 8, refers).

109.2 Noted:
i observations without a purpose or a research question were not considered data collection;

ii any data collected by a student during a placement without the intention of using it for research purposes could not be used later without ethics approval;

iii there was a need to determine the appropriate member of staff for students to refer to and how to best distribute the information. For example, students who were on placement may not have yet been assigned an academic supervisor.

109.3 **Agreed:**

i further amendments to the FAQ were required to encompass the range of circumstances in which this issue may arise;  

ii advice would be sought from L Gormley-Fleming, Associate Director Academic Quality Assurance-Degree Apprenticeships, and from Careers and Placements.

110 **RISK ASSESSMENT - Minute 91, refers**

110.1 **Synchronisation of Form EC5 and the new proposed risk assessment to be used in the School of Life and Medical Sciences (LMS)**

110.1.1 **Received:** an oral report from Dr S A Trainis.

110.1.2 **Noted:** Dr Trainis was in the process of modifying the LMS risk assessment form with a view to submitting it to Dr R Southern, Dean of School LMS, for consideration and would report further at the next meeting.

110.2 **Risk of burden on participants**

110.2.1 **Noted:** the issues of burden or inconvenience to participants had been discussed at the last Chair/ECDA Chairs meeting (Note 3.2, Chair/ECDA Chairs termly meeting, 3 April 2019, refers).

110.2.2 **Considered and approved:** amendments to the Guidance Notes accompanying Form EC1 to include guidance on the need to assess burden on participants as a risk factor (Agenda Paper 9.2.2, refers).

110.3 **Over-volunteering in Sports Science Class Protocols**

110.3.1 **Noted:**

i a question from Dr C Blankfield concerning the maximum number of studies in which a volunteer was permitted to participate, from a health and safety perspective as well as burden, would be referred to the Health, Science, Engineering and Technology ECDA to consider how participation may be monitored (Note 3.3, Chair/ECDA Chairs termly meeting, 3 April 2019, refers);

ii health screening forms should note whether participants had participated in other studies and details of what they had participated in;

iii the need to exclude participants due to concerns of over-volunteering would vary depending on the circumstances;

iv while it was the responsibility of the researcher to ensure they screened their participants properly, the Committee also had a responsibility to ensure the safety of participants;

v the researcher may need to consult others to make a decision on whether to exclude a participant on this basis;
the risks arising from participants who may have over-volunteered should be part of the LMS risk assessment.

110.3.2 **Agreed:** the guidance notes would be amended to include advice about handling over-volunteering. CLERK

111 **DATA PROTECTION IMPACT ASSESSMENT (DPIA) – Minutes 92 and 73, refer**

**Noted:**

111.1 the DPIA guidance document had been included in the UH Ethics Approval StudyNet site as a FAQ and was available at the following link: http://www.studynet1.herts.ac.uk/ptl/common/ethics.nsf/Frequently+Asked+Questions/935D97CDB546E69802583A9005213A6;

111.2 changes to the EC1A and EC1B forms had been made to alert applicants to the potential need to complete a DPIA for their study (Agenda Paper 10.2, refers);

111.3 Guidance Notes and supervisor training materials would be updated accordingly. CLERK

112 **ETHICS APPROVAL AND OPEN ACCESS**

112.1 **Concordat on Open Research Data**

112.1.1 **Received:** an oral report from Dr S Grey on the national position on open access following consultation with the Research Office.

112.1.2 **Noted:**

i Open Access was part of a broader issue than the Ethics Committee although ethics was an important part of it;

ii a working group involving a number of stakeholders would perform a gap analysis concerning the University's compliance with the Concordat on Open Research Data, which had been published in July 2016;

112.1.3 **Agreed:**

i Dr S Trainis, Dr T Parke and Ms L Caselles Vallejo would be part of the Concordat on Open Research Data working group;

ii the working group would report at the next Chair/ECDA Chairs termly meeting in the Autumn. SG

112.2 **Dr A Ludlow’s open access query**

*Minute 112.2 is confidential and available to members and officers in attendance only*

113 **COMMITTEE MANAGEMENT SYSTEM**

**Noted:**

113.1 the University had purchased a committee management system, Modern.Gov, which would be rolled out to most committees in the new academic year;

113.2 Modern.Gov would allow committee members and officers to access agendas, papers and minutes via a restricted website and/or an 'App';
113.3 further information would be disseminated in due course by Governance Services.

114 **AGENDA PART II**

**Noted and approved:** Part II of the Agenda (Minutes 115 – 116).

115 **RESEARCH COMMITTEE**

**Noted:** the minutes of the Research Committee meeting of 28 February 2019 (Agenda Paper A, refers).

116 **ECDAs**

**Noted:** the following unconfirmed ECDA Minutes:

116.1 ECDA, Health, Science, Engineering and Technology, 27 February 2019 (Confidential Agenda Paper B.1, refers);

116.2 ECDA, Social Sciences, Arts and Humanities, 6 February 2019 (Confidential Agenda Paper B.2, refers).

117 **RISK**

There were no risks inherent in the matters dealt with by the Committee during the meeting but not discussed when the item concerned was taken.

118 **PEOPLE DEVELOPMENT**

There were no new people development needs to be referred to Mrs J Lees, Manager, People Development, Department of Planning, Development and Change.

119 **LEFTOVER ISSUES FOR THE ETHICS COMMITTEE’S CONSIDERATION**

*Minute 119 is confidential and available to members and officers in attendance only*

120 **SCHEDULE OF MEETINGS**

120.1 **Ethics Committee**

1400 hours, Wednesday 23 October 2019, Woburn Room, MacLaurin Building
1400 hours, Wednesday 12 February 2020, Woburn Room, MacLaurin Building
1400 hours, Wednesday 29 April 2020, Woburn Room, MacLaurin Building

120.2 **ECDAs**

120.2.1 **Health, Science, Engineering and Technology**

1400 hours, Wednesday 8 May 2019, Governors’ Suite, College Lane Campus
1400 hours, Wednesday 9 October 2019, Governors’ Suite, College Lane Campus
1400 hours, Wednesday 26 February 2020, Governors’ Suite, College Lane Campus
1400 hours, Wednesday 6 May 2020, Governors’ Suite, College Lane Campus
120.2.2 Social Sciences, Arts and Humanities

1400 hours, Wednesday 15 May 2019, Woburn Room, MacLaurin Building
1400 hours, Wednesday 2 October 2019, Woburn Room, MacLaurin Building
1400 hours, Wednesday 29 January 2020, Woburn Room, MacLaurin Building
1400 hours, Wednesday 13 May 2020, Woburn Room, MacLaurin Building

121 DATE OF NEXT MEETING

Wednesday, 23 October 2019, at 14.00 hours, in the Woburn Room, MacLaurin Building.

Items for the Agenda should be notified to the Clerk by Wednesday, 2 October 2019. Supporting papers should be provided to the Clerk by Wednesday, 9 October 2019 (e-mail: l.caselles-vallejo@herts.ac.uk Telephone: 281254).