

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**ETHICS COMMITTEE FOR STUDIES INVOLVING HUMAN PARTICIPANTS**

Minutes of the meeting of the Ethics Committee for Studies Involving Human Participants held on 12 February 2020.

PRESENT: Dr Susan Grey (Chair)

Dr Simon Trainis
Rev Dr Allan Smith

Michelle McPhail
Dr Rosemary Godbold

Catherine Rendell
Dr Colin Blankfield

IN ATTENDANCE:

Monica Kanwar

Abi Tomlinson

Leire Caselles Vallejo

APOLOGIES:

Professor Barry Hunt
Dr Ian Willcock

Professor Constantine Sandis
Dr Brendan Larvor

Lianne Oosterbaan
Dr Roberto Gutierrez

20 **DECLARATIONS OF INTEREST, IF ANY**

There were no declarations of interest.

21 **MEMBERSHIP**

The Committee **received** an updated membership list.

(Agenda Paper 3, refers.)

21.1 **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**

The Committee noted vacancies in this category for a Social Scientist and a Lawyer.

21.2 **Category 5: The chairmen of Ethics Committees with Delegated Authority**

The Committee noted Dr Ian Willcock's appointment as Chair of the Social Sciences, Arts and Humanities Ethics Committee with Delegated Authority, following Dr Tim Parke's departure from the University. The Committee expressed its gratitude towards Dr Parke for his contribution to the work of the Committee.

21.3 **Category 6: The Vice-Chairmen of Ethics Committees with Delegated Authority**

The Committee noted Dr Roberto Gutierrez's appointment as Interim Vice-Chair of the Health, Science, Engineering and Technology Ethics Committee with Delegated Authority, in Dr Amanda Ludlow's absence.

21.4 **Officers in Attendance**

The Committee welcomed Abi Tomlinson as the nominee of the Director of Legal and Compliance Services and University Solicitor (Secretary to the Committee).

22 **MINUTES - 23 OCTOBER 2019**

The Minutes of the meeting of 23 October 2019 were **confirmed** and **signed**.

MATTERS ARISING FROM THE MINUTES**23 FAQ - COLLECTION OF DATA BY STUDENTS WHILST ON PLACEMENT - MINUTE 3, REFERS**

The Committee **considered** and **approved** a new FAQ 'Collecting data for a study prior to commencement'.

(Confidential Agenda Paper 5, refers.)

24 OVER-VOLUNTEERING IN SPORTS SCIENCE CLASS PROTOCOLS - MINUTE 5.2, REFERS

24.1 The Committee **received** an oral report from the Chair of the HSET ECDA, Dr Simon Trainis.

24.2 The HSET ECDA Chair advised that the School of Life and Medical Sciences (LMS) had amended their health screening forms as requested by the Committee and reviewers had been briefed as appropriate.

25 STUDIES INVOLVING THE USE OF CAFFEINE IN SPORTS SCIENCE - MINUTES 5.3 AND 5.4, REFER

Minute 25 is confidential and available to Members and Officers in Attendance only.

26 AMENDMENTS TO FORMS EC3 AND EC6 IN RESPECT OF OPEN ACCESS - MINUTE 6, REFERS

Proposed amendments to Forms EC3 'Consent Form' and EC6 'Participant Information Sheet' in respect of Open Access were **considered and approved**.

(Confidential Agenda Paper 8, refers.)

27 *Minute 27 is confidential and available to Members and Officers in Attendance only.*

28 ETHICS APPROVAL AT PARTNER INSTITUTIONS - MINUTE 10.6, REFERS

Minute 28 is confidential and available to Members and Officers in Attendance only.

29 FAQ - DEALING WITH ADULT VULNERABLE GROUPS AS PARTICIPANTS - MINUTE 11, REFERS

The Committee **considered and approved** a new FAQ: 'Dealing with adult vulnerable groups', subject to the following minor amendment:

the reference to 'frail older people' would be substituted with 'frail people'.

CLERK

(Confidential Agenda Paper 11, refers.)

30 ONLINE ETHICS APPLICATION SYSTEM - MINUTE 12.3, REFERS

Minute 30 is confidential and available to Members and Officers in Attendance only.

31 NOTES OF THE CHAIRS' TERMLY MEETING - 28 JANUARY 2020

Notes of the Chairs' termly meeting of 28 January 2020 were **received**.

(Confidential Agenda Paper 13, refers.)

32 **FAQ - ONLINE SURVEY TOOLS**

32.1 The Committee **considered** amendments to the FAQ 'Online survey software – which one should I use to collect data from my participants?' proposed by the SSAH ECDA Vice-Chair, Michelle McPhail.

32.2 In considering the amended text, the Committee noted that Bristol Online Surveys (BOS) were now called Online Surveys.

32.3 The Committee **agreed** that all references to BOS would be updated to Online Surveys and confirmation sought on whether the Business School had a Qualtrics licence.

CLERK

32.4 Once appropriate amendments had been agreed, a communication from the Chair would be sent to staff and students to raise awareness of the online survey tools endorsed by the Committee.

CHAIR/
CLERK

(Confidential Agenda Paper 14, refers.)

33 **USE OF PARTICIPANT RECRUITMENT SITES**

33.1 The Committee **received** advice from the Acting Data Protection Officer (DPO), Abi Tomlinson, regarding the use of participant recruitment sites.

33.2 An ethics application had been received where the applicant had wished to use participant recruitment sites such as callforparticipants.com and findparticipants.com.

33.3 There had been concerns that the use of participant recruitment sites that paid participants a small amount may be inconsistent with University regulations, which only permitted a small compensation for inconvenience or expense and did not allow financial inducements.

33.4 The advice from the Acting DPO had been to allow the applicant to use callforparticipants.com only, as this was a JISC service, based in the UK and therefore explicitly for UK focused academia. Additionally, the Terms and Conditions would have been approved by the Higher Education sector body.

33.5 A suggestion from the Acting DPO to consider future similar requests on a case by case basis while the Terms and Conditions of the proposed sites were scrutinised by the Legal Department was **accepted**.

(Confidential Agenda Paper 16, refers.)

34 **MATTERS REFERRED BY THE ECDAS, IF ANY**

There were no new matters referred by the ECDAs.

35 **RISK**

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

36 **PEOPLE DEVELOPMENT**

There were no people development needs to be referred to Mrs J Lees, Manager, Learning and Organisational Development Facilitation and Support.

37 CLERK'S REPORT**37.1 Research Committee Minutes**

The Committee noted the Minutes of the Research Committee meeting of 17 October 2019.

(Part 2, Confidential Agenda Paper 19, refers.)

37.2 HSET ECDA Minutes

The Minutes of the Health, Science, Engineering and Technology Ethics Committee with Delegated Authority (HSET ECDA) meeting of 9 October 2019 would be noted at the April meeting.

37.3 SSAH ECDA Minutes

The Committee noted the Minutes of the Social Sciences, Arts and Humanities Ethics Committee with Delegated Authority (SSAH ECDA) meeting of 2 October 2019.

(Part 3, Confidential Agenda Paper 19, refers.)

37.4 Schedule of Meetings 2019-2020

1400 hours, Wednesday 29 April 2020, Woburn Room, MacLaurin Building.

37.5 HSET ECDA Schedule of Meetings 2019-20

1400 hours, Wednesday 26 February 2020, Governors' Suite, College Lane Campus;
1400 hours, Wednesday 6 May 2020, Governors' Suite, College Lane Campus.

38 EMERGENCY BUSINESS

Minute 38 is confidential and available to Members and Officers in Attendance only.

39 DATE OF NEXT MEETING

1400 hours, Wednesday 29 April 2020, Woburn Room, MacLaurin Building.

Items for the Agenda should be notified to the Clerk, Leire Caselles Vallejo ('e'-mail l.casellesvallejo@herts.ac.uk) by 8 April 2020 and reports submitted by 15 April 2020.