**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**

**Committee structure of the Academic Board**

**ETHICS COMMITTEES WITH DELEGATED AUTHORITY - HEALTH, SCIENCE, ENGINEERING AND TECHNOLOGY**

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities

assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

(Amendments to the version published previously are shown in italics.)

A **QUORUM:** One third of the total number of members required by the composition, including any supplementary categories of membership approved from time-to-time[[1]](#footnote-1), or five, whichever is the greater number.

B **TERMS OF REFERENCE[[2]](#footnote-2)**

**General principle**

B.1There is a general principle that all University research, consultancy and teaching programmes require those initiating, conducting or approving programmes to consider them from an ethical viewpoint. University staff and/or students may carry out studies involving human participants as part of their teaching/learning and research programmes. The subjects of these studies are often University students or staff. From time-to-time studies may also include members of the public. Studies may be undertaken on or off University premises. The University needs to safeguard the interests of all concerned by maintaining a system which reviews all studies involving human participants through the Ethics Committee for Studies Involving Human Participants.

**Core terms of reference**

B.2 To be responsible to the Vice-Chancellor and to the Ethics Committee for Studies Involving Human Participants (‘the Ethics Committee’) of the Academic Board for:

i the implementation, operation and monitoring of institutional policies, regulations and procedures so that the proper conduct of studies involving human participants is assured;

ii considering the ethical issues raised within the proposals made to the Committee and. as necessary, providing advice and feedback to Supervisors and originators;

iii overseeing the training of members of the Committee, Supervisors, Collaborative Partnership Leaders and other relevant staff to raise awareness of ethical issues, as appropriate, and ensuring that the Committee is competent to review proposals from the discipline areas for which it is responsible;

iv establishing criteria and maintaining procedures to ensure that:

a studies within the University's authority or undertaken in collaboration with another institution (including those undertaken in connection with University of Hertfordshire programmes provided at other educational institutions and organisations in the UK and overseas) which involve human participants are ethical and carried out with appropriate technical skill and precaution for safety;

b where consent is required by the nature of the proposal, it is obtained from those who participate in such studies after adequate explanation of the proposed programme of investigation and any possible risks associated with it and that any study involving the use of human participants is conducted in accordance with proper ethical standards.

c ensuring that instutional guidance on the application and operation of the University’s policies and regulations relating to studies involving the use of human participants is followed.

B.3 To ensure that the core Agenda of Standing Items of business determined by the Ethics Committee of the Academic Board is dealt with at each meeting.

B.4 At each meeting, to review the Schedule of Protocols.

B.5 Not less than annually, to receive information concerning the Partner Organsations with which the Schools have relationships.

B.6 Where authority for certain matters has been delegated to it by the Ethics Committee, to ensure that this authority is exercised strictly in accordance with the delegation made by that committee and any conditions attached to it.

B.7 To identify staff development needs for action by the Manager, People Development, Department of Planning, Development and Change.

B.8 To report concerns relating to studies involving human participants which fall within the scope of its terms of reference, including matters that might adversely affect the reputation of the University, to the Vice-Chancellor and the Ethics Committee.

B.9 To make an annual report to the Ethics Committee.

C **Expedited AND SUBSTANTIVE Review**

C.1University regulations (UPR RE01[[3]](#footnote-3)) provide for the review of protocol applications by means of processes known as ‘Expedited Review’ and ‘Substantive Review’. In cases where an Ethics Committee with Delegated Authority had chosen to adopt these processes, the Committee will formally designate individuals and empower them to conduct the processes of Expedited and Substantive Review on its behalf. Their responsibilties and the limits of the authority of these individuals are set out in UPR RE013.

C.2 The individuals so designated are neither members nor Officers in Attendance of the Committee but may be invited to attend meetings for specific items.

D **CORE COMPOSITION**

D.1 The Chairman and Vice-Chairman of the Committee will be appointed by the

 Vice-Chancellor on the recommendation of the Chairman of the Ethics Committee of the Academic Board.

D.2 To ensure that the process of Protocol approval is not delayed, the Committee has the power to designate one of its members to act as Chairman, for a defined period of time, in cases where both the Chairman and the Vice-Chairman of the Committee will be unavailable. The name of any individual so designated, and the term of that designation, will be recorded in the minutes.

D.3 Membership of the Committee shall be by invitation of the Chairman of the Ethics Committee on the recommendation of the Chairman of the Ethics Committee with Delegated Authority.

D.4 **Category 3**

 The Chairman of the Committee will ensure that, as far as possible, the balance of membership includes representation from the major disciplines and research areas for which the Committee is responsible.

D.5 **Category 4**

The external member should be selected from a discipline area outside those covered by the ECDA.

D.6 **Supplementary categories of membership**

Each Ethics Committee with Delegated Authority may make proposals to the

 Vice-Chancellor and the Academic Board, via the Ethics Committee, for the approval of further categories of membership supplementary to the core compositition[[4]](#footnote-4).

**Category**

1 Chairman appointed by the Vice-Chancellor 1

2 2 Vice-Chairmen appointed by the Vice-Chancellor 2

3 Not less than five (**5**) members, drawn from a range of disciplines or professions

 directly relevant to the business of the Committee as agreed between the Chairman

 of the Committee and the Chairman of the Ethics Committee (the relevant discipline

 areas should be specified in each Committee’s Core Composition and membership list) 5+

4 At least one External member from within the University as agreed between the

 Chairman of the Committee and the Deans of the Schools in the relevant discipline areas

 1-2

5 Not more than two (**2**) postgraduate students as agreed by the Chairman of the Committee 2

**Officers in attendance**

Clerk

E **GOVERNANCE AND OPERATION OF THE COMMITTEE**

E.1 Ethics Committees with Delegated Authority:

i are sub-committees of the Ethics Committee of the Academic Board;

ii form part of the committee structure of the Academic Board and their terms of reference, compositions and operating procedures are therefore prescribed by the Academic Board;

iii will conduct their business in accordance with the Standing Orders of the Academic Board;

iv will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;

v will meet not less than three (**3**) times in each academic year (normally once each term) and formal minutes of the Committee’s proceedings will be published and circulated by the Clerk to the Committee;

vi will note their terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

E.2 **Committee records**

The primary record of this Committee’s business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University’s Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

**MEMBERSHIP**

**Category**

1 Chairman appointed by the Vice-Chancellor Dr Simon Trainis

2 2 Vice-Chairmen appointed by the Vice-Chancellor Dr Rosemary Godbold

 Dr Rebecca Knight

3 Not less than five (**5**) members, drawn from a range of disciplines or professions directly relevant to the business of the Committee as agreed between the Chairman of the Committee and the Chairman of the Ethics Committee (the relevant discipline

 areas should be specified in each Committee’s Core Composition and membership list)

 HSK, Centre for Research in Public Health and Community Care

 (CRIPACC) Faib Riley

 HSK, Allied Health Professions and Midwifery (Midwife) Jacqueline Dent

 HSK, Allied health Professions and Midwifery (Physiotherapy) *Catherine Minns Lowe*

 HSK, Allied Health Professions and Midwifery (Diagnostic

 Radiography & Radiotherapy) *Prof Echo Yeung*

 HSK, Nursing (Children, Learning Disabilities, Mental

 Health) and Social Work (Social Work) Dr Julia Warrener

 HSK, Adult Nursing and Primary Care [Dr Rosemary Godbold]

 LMS, Pharmacy, Pharmacology and Postgraduate Medicine

 *(Substance Addiction & Behaviours)* Dr Ornella Corazza

 LMS, Psychology and Sport Sciences [Dr Rebecca Knight]

 LMS, Biomedical Science Professor Jameel Inal

 Computer Science *(Human-Robot Interaction, Adaptive Systems)* Professor Farshid Amirabdollahian

 Physics, Astronomy and Mathematics *(Maths)* Dr Stephen Kane

 Engineering and Technology Dr Nada Yousif

4 At least one External member from within the University as

 agreed between the Chairman of the Committee and the Deans

 of the Schools in the relevant discipline areas *Vacancy*

5 Not more than two (**2**) postgraduate students as agreed by the Zarah Bello

 Chairman of the Committee Ben Plimpton

**Officers in attendance**

Clerk Harriet Hasler-Watts

[ ] denotes membership in another category

1. Advice of the rules for determining quoracy is available for Governance Services. [↑](#footnote-ref-1)
2. **Supplementary terms of reference**

Each Ethics Committee with Delegated Authority may make proposals to the Vice-Chancellor and the Academic Board, via the Ethics Committee for Studies Involving Human Participantsof the Academic Board, for the approval of further terms of reference, supplementary to the core terms of reference set out in this document. The Academic Board requires Governance Services to maintain a record of the terms of reference of Ethics Committee with Delegated Authority . [↑](#footnote-ref-2)
3. UPR RE01 Studies Involving Human Participants [↑](#footnote-ref-3)
4. The Academic Board requires Governance Services to maintain a record of the compositions of Ethics Committee with Delegated Authority which are published as part of the University’s Freedom of Information Scheme. [↑](#footnote-ref-4)