the
ACADEMIC COUNCIL

UNIVERSITY RESEARCH ETHICS COMMITTEE

Minutes of the fifth meeting of the 2011/12 session held on Tuesday 10th July 2012 at 10.00am in Room S310/311, Avery Hill Campus.

Present:
Prof. Chris Bellamy (GMI) Chair)
John Wallace (VCO) (Secretary)
Dr. Paul Amuna (Science)
Dr Orania Filippakou (EDN)
Lucy Fincham (VCO)
Dr. John Foster (HSC)
Prof. James Gao (ENG)
Prof. Choi-Hong Lai (CMS)
Mark Mulville (ADC)
Edward Phillips (HSS)
Prof. Stephen Thomas (BUS)

Apologies:
Tracy Banton
Prof. Andrew Lambirth (Education)
Tony Mann (CMS)
Prof. Pam Maras (Health & Social Care)
Prof. Alastair Mathie (PHA)
Keith Tomlins (NRI)

APOLOGIES FOR ABSENCE

11/12.5.1 Apologies for absence were noted

DECLARATIONS OF CONFLICTS OF INTEREST

11/12.5.2 No conflicts of interest were declared.

MINUTES OF THE PREVIOUS MEETING

11/12.5.3 The minutes of the meeting held on 27th April 2012 and summary of decisions made were agreed as an accurate record.

MATTERS ARISING FROM THE MINUTES

i. cf. 11/12.4.7 Policy on Taking Blood: The Committee was advised that a draft policy had been prepared and would be posted on the portal prior to presentation to the Committee’s next meeting for recommendation to Academic Council.

ii. Appointment of chair – noted that there was still a vacancy for a permanent chair of the Committee.
APPROVAL BY CHAIR’S ACTION

11/12.5.4 The committee noted that the following applications which required amendment had been satisfactorily completed and approved by chair’s action:

i.  *cf: min. 11/12.2.5.7*  (School of Education) – Science teachers’ use of e-learning in the secondary school: investigating the impact of the government’s e-strategy initiative

ii. *cf: min. 11/12.3.5.18*  (School of Health & Social Care) – Issues in providing nursing care for diabetic patients on non-specialist wards.

iii. *cf: min. 11/12.4.5.2*  (School of Education) – Issues of power, empowerment and intentionality in participatory research with children.

iv.  *cf: min. 11/12.4.5.6*  (Business School) – Learning on the Move: new mobile technologies and the potential impact on students’ learning.

v.  *cf: min. 11/12.4.5.7*  (School of Computing & Mathematical Sciences) – Learning introductory programming concepts and developing computational thinking skills through game-play.

RESEARCH PROPOSALS

11/12.5.5.1 (School of Health & Social Care)

**TITLE OF RESEARCH:** Identification by intoxicated witnesses

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.2 (School of Science)

**TITLE OF RESEARCH** Community and place identity in fishing communities of the English Channel and southern North Sea

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.3 (School of Health & Social Care)

**TITLE OF RESEARCH:** The meaning of death: personal meaning as a terror management strategy.

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.4 (Business School)

**TITLE OF RESEARCH:** The influence of organisational diversity policy on organisational diversity culture and practice

Subject to minor amendments, the application was approved for submission to
the Chair for approval by Chair’s Action.

11/12.5.5.5 (School of Education)

**TITLE OF RESEARCH:** Managing Teacher Competence and Conduct

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.6 (School of Science)

**TITLE OF RESEARCH:** Two data point field test to measure critical power

The application was approved.

11/12.5.5.7 (Business School)

**TITLE OF RESEARCH:** Innovation, performance measurement and management in British credit unions

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.8 (Business School)

**TITLE OF RESEARCH:** Improving Young People’s Chances in the UK Labour Market: Evidence from a Randomised Control Trial undertaken at Woolwich Job Centre

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

11/12.5.5.9 (School of Health & Social Care)

**TITLE OF RESEARCH:** Late life crisis: A key to understanding long-term wellbeing in the over-50s

Subject to minor amendments, the application was approved for submission to the Chair for approval by Chair’s Action.

**CHAIR’S ACTION**

11/12.5.6 i. The Committee ratified the decision of the Chair to approve the following applications by Chair’s Action:

11/12.5.6.1 (School of Health & Social Care) – Evaluation of the TRYangle perpetrator intervention in Bromley

11/12.5.6.2 (School of Health & Social Care) – An exploration of attitudes and perspectives of student paramedics and practice placement educators (PPEd’s) in relation to practice placement education

11/12.5.6.3 (School of Engineering) – Effective Supplier Integration in Automotive Product Development Projects

11/12.5.6.4 (School of Engineering) – Product Development in
Extended Enterprise

11/12.5.6.5 (School of Engineering) – Develop an Intelligent Semantic Knowledge-Based System

11/12.5.6.6 (Business School) - Understanding perceptions of cricket from a youth perspective

11/12.5.6.7 (School of Education) - Using group video conferencing software and tablet computing to facilitate collaborative feedback, moderation and the dissemination of best practice in an HE led Lifelong Learning Sector (LLS) teacher training partnership

11/12.5.6.8 (School of Education) - Do Corporate Social Responsibility programmes encourage a wider sense of moral responsibility? Partnership and Power: A discourse on ethics and power within the framework of corporate philanthropy and business volunteering in education.

11/12.5.6.9 (NRI) - Quantification of the vitamin A equivalence of carotenoids in gari made with yellow-fleshed cassava

11/12.5.6.10 (School of Science) - Effects of a carbohydrate-protein multi-nutrient formula on acute recovery response from intermittent endurance activity

11/12.5.6.11 (School of Science) - The Effects of Fitness Centre Based Exercise and Physical Activity Counselling upon Cardiovascular Health and Psychological Wellbeing

11/12.5.6.12 (School of Education) - Reflecting on inclusive practice, with particular reference to students from Black and Minority Ethnic (BME) backgrounds; an action research project

11/12.5.6.13 (School of Architecture, Design & Construction) – Small Urban Public Open Spaces in China and the UK

11/12.5.6.14 (School of Health & Social Care) - Sensible drinking: an investigation into public understandings of alcohol-related health problems and sensible drinking advice

ii. The Committee ratified the decision of the Chair to approve the following amendment to a previously approved application:

a. Cf. 10/11.1.5.11 (School of Health & Social Care):
**TITLE OF RESEARCH:** How effective is Peer Education in promoting healthy lifestyles in secondary school pupils?

Evaluation of project including interviews, focus groups and surveys with pupils and parents.

b. Cf. 11/12.2.5.2 (School of Health & Social Care):
**TITLE OF RESEARCH:** Exploring young children’s (aged four to seven) understanding of their own behaviour
Amendments to data collection methods and interview schedules.

c. Cf. 11/12.3.5.4 (School of Health & Social Care):

**TITLE OF RESEARCH:** Managing anger among male substance users: the development of a psychosocial intervention

Amendments to qualitative testing element of the study and consequent changes to participant information sheet and draft interview / focus topic guide.

**PROTOCOL FOR CHAIR’S ACTION**

11/12.5.7 The Committee considered a protocol for triaging applications and for giving approval by Chair’s Action. It was agreed that, to alleviate the amount of committee business that members must consider at each meeting, a risk-based approach to the review of research applications should be adopted. The Committee approved the following protocol:

i. Research proposals which involve any substantial risk of harm (physical, psychological, financial, reputational or otherwise) either to research subjects, the researcher/s and/or the university will be considered by the full Committee.

ii. Research proposals dealing with sensitive or confidential subject matter, or involving vulnerable participants (such as children, the elderly, prisoners etc.) will be considered by the full Committee.

iii. For applications that are considered to fall within point 2.3 of the *Guidance on Ethical Approval for Research (on the university research ethics web pages)*:
   - ‘Although the research aims or methods involve human subjects the subject-matter of the project is completely uncontroversial. For example – it is a simple, brief questionnaire where there is no risk to the participant or researcher, the effort required is minimal and the level of intrusion is non-existrent or very low.
   - The project is an extension to an existing project, or is a new project re-using existing data.
   - The applicant wishes to make an amendment to a currently approved project, for example there are changes to the method of participant recruitment, there are changes in the method of data collection.
   - The applicant is an external researcher who wants to recruit / contact participants at Greenwich.’

These applications will be reviewed by the permanent members of the Committee when they are received with a view to giving approval by Chair’s Action. The applications will also be placed under the Files section of the Research Ethics Committee portal group. Committee members will be notified when the application is placed on the portal and given approximately 7 – 10 days in which to make comments to the permanent members.

The Committee authorised the Chair, subject to any comments made during the review period by members, to approve the applications without further discussion at the meeting.
The Committee was advised that draft Terms of Reference arising out of the Academic Council review of committees had been referred by Academic Council for further consideration. It was noted therefore that, until the review had been fully adopted by Academic Council, the current Terms of Reference would continue to apply to the Committee’s work. A draft standard template Terms of Reference and Membership for School Research Ethics Committees was received: after consideration, the Committee approved the adoption of the standard School REC ToR and Membership as a model for School and Institute ethical review (recognizing a need for flexibility subject to the size of the School/Institute), until such time that the Research Ethics Committee’s own ToR had been revised by Academic Council. A copy of the standard School template is appended to the present minutes.

The committee recognised the secretary’s role for this committee as a specialist role requiring experience and competence in the field of Research Ethics. The Committee also expressed a preference for three year appointments of members (with the possibility of reappointment) rather than the proposed two, for reasons of continuity. A frequency of meetings of at least four times per year should be maintained.

**DATES OF MEETINGS FOR 2012 - 2013**

(N.B. all meetings start at 10 a.m.)

- **Friday 12th October 2012** (papers required by 28th September)
  Southwood S309/310, Avery Hill

- **Tuesday 4th December 2012** (papers required by 20th November)
  Queen Anne Court 075, Greenwich

- **Tuesday 19th February 2013** (papers required by 5th February)
  Queen Anne Court 075, Greenwich

- **Friday 26th April 2013** (papers required by 12th April)
  Queen Anne Court 075, Greenwich

- **Tuesday 9th July 2013** (papers required by 25th June)
  Southwood S309/310, Avery Hill

Papers would in each case be required at least two weeks before the meeting to be included in the agenda.

The meeting ended at 1.30 p.m.
University of Greenwich
School REC Terms of Reference

The task of any research ethics committee is to ensure best practice and not to hinder research.

The Research Ethics Committee is a sub-committee of the University Research Ethics Committee.

1. MEMBERSHIP
   a) A Chair appointed by the Dean of School, who may him/herself chair the Committee
   b) Up to four members of academic staff of the School with demonstrable expertise in matters of research ethics governance.
   c) Up to one member of support staff of the School with demonstrable expertise in matters of research ethics governance
   d) One member external to the School with expertise in relevant areas. Where the member is a University of Greenwich employee he/she shall be drawn from the academic staff of the university.

2. PERIOD OF OFFICE
   The members of the Committee shall serve for a period of three years and will be eligible for reappointment.

3. MEETINGS
   The Committee shall meet at least four times a year.

4. QUORUM
   The quorum shall be one half of those members eligible to attend.

5. TERMS OF REFERENCE

   The School REC, under delegated authority from the University Research Ethics Committee (UREC), is constituted for the following purposes:

   a) To consider research proposals submitted by undergraduate or taught postgraduate students for experiments, investigations and procedures within these terms of reference and to allow, refer to UREC or disallow such proposals as the Committee sees fit within the scope of such guidelines as may be published by UREC from time to time.
   b) To consider the ethical implications and degree of risk to researchers and participants of undergraduate and taught postgraduate experiments, investigations and procedures carried out in the School or under its auspices.
   c) To protect the interests of potential research participants.
   d) To implement in the School on behalf of UREC the University of Greenwich Research Ethics Policy approved by Academic Council.
   f) To monitor the standard and application of research ethics in the School and in partner institutions.
   g) To provide local training and advice on research ethics matters to staff and students of the School.
   h) To provide the University Research Ethics Committee with a detailed annual report on the work of the Committee for inclusion in the annual report to Academic Council.

Approved by the University Research Ethics Committee on 10th July 2012