

GREATER GLASGOW NHS BOARD

**Minutes of a Meeting of the NHS Greater Glasgow
Research Ethics Governance Committee
held in Board Room 2, Dalian House,
350 St Vincent Street, Glasgow
on Monday 22 September 2003 at 12 noon**

PRESENT

Professor M Farthing (in the Chair)

Dr W G Anderson

Dr B N Cowan

Mrs R Kaur Nijjar

IN ATTENDANCE

Mr J C Hamilton

Head of Board Administration

Ms A Torrie

Office of Research Ethics

Committee Manager

Mr W S Marshall

Secretariat Officer

ACTION BY

21. APOLOGIES

Apologies for absence were intimated on behalf of Dr H Burns, Councillor J Coleman, Dr M P G Jamieson and Dr I W Wallace.

22. MINUTES

The Minutes of the meeting of the NHS Greater Glasgow Research Ethics Governance Committee held on Friday, 6 June 2003 (NHSGGREGC(M)03/2) were approved as a correct record.

NOTED

23. MATTER ARISING

(a) Multi-Site Approval Procedures

The OREC Manager referred to a meeting she had had with the Local Research Ethics Committee Administrators on 26 August 2003 part of which was to determine operating mechanisms to allow multi-site approval to commence within Greater Glasgow. The need for standard documentation had been agreed at that meeting.

The OREC Manager circulated a Locality Assessment Form which would meet the criteria for multi-site approval across Greater Glasgow. She pointed out that this particular form was now in use in England and Wales and had been approved by COREC. Some discussion followed and it was agreed that this form be approved for use in Greater Glasgow.

DECIDED:

That the OREC Manager write to all Local Research Ethics Committees within Greater Glasgow conveying the agreement of the Governance Committee for the use of the Locality Assessment Form for multi-site approval across NHS Greater Glasgow.

**OREC
Manager**

(b) **Universities Interface Working Group**

The OREC Manager advised that nominations for the Universities Interface Working Group had been sought and that the following individuals had agreed to serve as members:

Professor Chris Packard, Lead Officer – Research and Development, North Glasgow Trust

Professor Alan Hendry, Pro-Vice Principal, University of Strathclyde

Ms Jean McIntosh, Associate Dean Research, Glasgow Caledonian University

Mrs Andrea H Torrie, OREC Manager, NHS Greater Glasgow

Dr Iain M Carter, Director of Research and Development, University of Glasgow

Dr H Burns, Director of Public Health, NHS Greater Glasgow

The Universities Interface Working Group would be chaired by the Director of Public Health. It was hoped that it would meet early in the new academic year.

Dr Anderson referred to the fact that NHS Boards were to become the legal entity responsible for all clinical research conducted within their geographical areas. He recognised that there were difficulties over the definition of what constituted “research” and various other “grey areas” but welcomed the efforts being made to address these in relation to University Ethics Committees. However, more consideration may be required as to whether like issues were fully covered by existing NHS Board structures. Thus, for example, should the Research Governance Committee become a subgroup of the Board’s Clinical Governance Committee or were existing mechanisms sufficient for the moment. The Chairman agreed that this was an issue which may need to be revisited in the future.

**Director of
Public Health**

NOTED

(c) **Model Constitution of Local Research Ethics Committees**

The Head of Board Administration confirmed that the Model Constitution of the Local Research Ethics Committees had been amended to state that only one Lay Member needed to be present at a meeting of a Local Research Ethics Committee for that meeting to be quorate. The various Local Research Ethics Committees had welcomed this amendment.

DECIDED:

That the OREC Manager advise the various Local Research Ethics Committees within Greater Glasgow that the amended Constitution as circulated by the Secretariat Manager was the final and definitive version of this document.

**OREC
Manager**

(d) Appointment of Office of Research Ethics Committee Manager

The Head of Board Administration confirmed that Mrs A Torrie had been formally appointed as the Board's Office of Research Ethics Committee Manager. The Governance Committee welcomed this development.

NOTED

24. UPDATE ON RECRUITMENT

The Governance Committee received for information copies of papers from the Health of Board Administration and the OREC Manager detailing progress to date with the recruitment process. The papers included an update on the number of vacancies still to be filled for Expert and Lay Members in each Local Research Ethics Committee within NHS Greater Glasgow. There were currently seventeen vacancies for Expert Members and three vacancies for Lay Members, summarised as follows:

<u>Clinical Practitioner</u>	<u>Statisticians</u>	<u>Researchers</u>	<u>Lay</u>
10	3	4	3

The Governance Committee noted that the majority of Local Research Ethics Committees still had to appoint a Vice Chair and that the Victoria Infirmary Local Research Ethics Committee still required to appoint a Chair. Dr Cowan advised that this was an issue he was pursuing with the Committee.

Dr B N Cowan

The Governance Committee also noted that the second Primary Care Trust Committee had not yet been set up and had not actually met since the new arrangements had come into place on 1 April 2003. At the moment, the established Greater Glasgow Primary Care NHS Trust Local Research Ethics Committee was undertaking the additional workload.

The Head of Board Administration advised that he had spoken to Dr Wallace regarding this issue. Dr Wallace had confirmed that steps were now being taken to form a second Primary Care Committee and he had suggested that the position regarding this matter be reviewed next year. By that time, the established Primary Care Committee will have had to deal with about six months worth of additional workload whilst the second Primary Care Committee will have been formed making it possible to come to a considered view regarding future arrangements.

The Chairman referred to the vacancies for statisticians. He wondered whether it was absolutely necessary for statisticians to be present at each meeting of a Local Research Ethics Committee. He suggested that it may be preferable if statisticians were sent the correspondence in advance and if they had any problems with any proposal, they could then attend the Committee accordingly. It was recognised that statisticians would require a fee for this service and it may be possible to set up a modest consulting fund within existing NHS resources. The OREC Manager undertook to look into this issue and report back.

**OREC
Manager**

Mrs Kaur Nijjar referred to the lack of ethnic representation within the membership of the various Local Research Ethics Committees. The Head of Board Administration assured her that the NHS Board had made every attempt to recruit from within the ethnic minorities as part of its ongoing and active commitment to being an equal opportunities employer. Mrs Kaur Nijjar acknowledged this point. Further opportunities would be explored to try and address this within current and future resources.

**Head of Board
Administration**

The Chairman thanked everyone involved in the recruitment process for their efforts.

NOTED

25. TRAINING PROGRAMME FOR ALL LOCAL RESEARCH ETHICS COMMITTEE MEMBERS

The Governance Committee received for information copies of a paper from the OREC Manager outlining the training programme for all NHS Greater Glasgow Local Research Ethics Committee Members.

The OREC Manager pointed out that two three day training sessions for both basic and intermediate training had been held within the University of Glasgow Western Infirmary Lecture Theatre on 18, 19 and 20 June 2003 and 23, 24 and 25 June 2003.

The attendance was as follows:

Basic

Day 1	18.6.03	28	19 Lay	9 Expert
Day 2	19.6.03	24	16 Lay	8 Expert
Day 3	20.6.03	20	11 Lay	9 Expert

Intermediate

Day 1	23.6.03	24	15 Lay	9 Expert
Day 2	24.6.03	25	11 Lay	14 Expert
Day 3	25.6.03	22	12 Lay	10 Expert

The training sessions had proved highly successful. The course evaluation feedback to the trainers was circulated to the Governance Committee for information. It was pleased to note the very positive reaction from those trained.

The OREC Manager advised that a further three day advance training session was scheduled to take place on the 10, 11 and 12 November 2003 in the Function Suite of the Western Infirmary. Details of this training had been circulated to the Governance Committee for information. All three days were already over-subscribed.

The Chairman thanked the OREC Manager for all of her efforts regarding this matter.

NOTED

26. MEETING WITH LOCAL RESEARCH ETHICS COMMITTEE ADMINISTRATORS

The Governance Committee received for information copies of the Minutes of a meeting which was held between Board officers and the Local Research Ethics Committee administrators on 26 August 2003.

NOTED

27. FREQUENCY OF MEETINGS

The Head of Board Administration suggested that since the various matters relating to the new governance arrangements were now well underway within NHS Greater Glasgow, it might be possible for the Governance Committee to meet twice a year rather than quarterly.

Some discussion followed regarding some of the issues arising but it was agreed that it would be reasonable for the Governance Committee to meet bi-annually. Obviously, if there were any complex issues or difficulties in between scheduled meetings, members would be kept fully informed by the senior officers involved.

DECIDED:

That the NHS Greater Glasgow Research Ethics Governance Committee meet bi-annually in the future.

**Secretariat
Officer**

28. RETIRAL OF CHAIRMAN

The Governance Committee noted that this would be the last meeting chaired by Professor Michael Farthing who was leaving the employment of the University of Glasgow to take up a new post in London. On behalf of the Governance Committee, both Dr Anderson and the Head of Board Administration thanked Professor Farthing for his efforts as Chairman during a very difficult period of transition and for the support he had given to the officers of the new Board.

Professor Farthing then took the opportunity of thanking the members of the Governance Committee for all of their efforts in making his job so much easier. He intimated that the Governance Committee had achieved a great deal in a relatively short space of time.

NOTED

29. DATE OF NEXT MEETING

The next meeting of the Greater Glasgow NHS Research Ethics Governance Committee would be held on Monday 26 April 2004 at 12 noon in Board Room 2, Dalian House, 350 St Vincent Street, Glasgow.

The meeting ended at 1.05 pm