

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 Friday 2 August 2002 at 12.30 pm**

PRESENT

Dr H Burns (in the Chair)

Dr W G Anderson
Dr B N Cowan
Councillor J Gray

Dr M P G Jamieson
Dr F Marshall
Dr I W Wallace

IN ATTENDANCE

Mr J C Hamilton
Ms S Gordon
Ms A Torrie

Head of Board Administration
Secretariat Manager
Local Research Ethics Committee
Administrator, North Glasgow
University Hospitals NHS Trust
Secretariat Officer

Mr W S Marshall

ACTION BY

6. INTRODUCTORY REMARKS

In the absence of the Chairman, it was agreed that the Director of Public Health should take the Chair.

7. APOLOGY

An apology for absence was intimated on behalf of Professor M Farthing.

8. MINUTES

The Minutes of the meeting of the NHS Greater Glasgow Research Ethics Governance Committee held on Friday 7 June 2002 [NHSGGREGC(M)02/1] were approved as a correct record.

NOTED

9. NEW GOVERNANCE ARRANGEMENTS FOR NHS RESEARCH ETHICS COMMITTEES IN NHS GREATER GLASGOW

The Ethics Committee received for consideration copies of a draft paper prepared by the Head of Board Administration summarising the implications for NHS Greater Glasgow arising from the new governance arrangements and outlining a proposed timetable for transition from current Local Research Ethics Committee arrangements to the new governance arrangements.

The Head of Board Administration pointed out that when approved, it was the intention to circulate this paper to all Local Research Ethics Committees in Greater Glasgow for comment.

The Committee carefully considered this document and a number of points were noted particularly in relation to the transition process outlined. These points included the need to appoint the Chairman and Vice Chairman of Local Research Ethics Committees sooner than was proposed in the draft timetable. Some discussion ensued on the optimum number of Local Research Ethics Committees required in NHS Greater Glasgow. Ms Torrie pointed out that the new governance arrangements stipulated that Local research Ethics Committee should consider between eight and twelve proposals per meeting. On this basis and on the basis of current workload in the city, it was agreed that nine Local Research Ethics Committee should suffice distributed as follows:

West Glasgow - two committees
North Glasgow - two committees
South Glasgow - two committees
Yorkhill - one committee
Primary Care - two committees

It was further agreed that the current Local Research Ethics Committee existing within Glasgow Dental Hospital should be absorbed into one of the two Local Research Ethics Committees designated for North Glasgow. It was considered that current workload did not justify the need for a separate Local Research Ethics Committee at Glasgow Dental Hospital.

The Committee received for consideration copies of a draft paper prepared by the Secretariat Manager outlining a proposed recruitment process for future Members of Local Research Ethics Committees in NHS Greater Glasgow. The Head of Board Administration pointed out that when approved, it was the intention to circulate this paper to all Local Research Ethics Committees in Greater Glasgow for comment.

The Committee carefully considered this document, in conjunction with the draft model Constitution for the operation of Local Research Ethics Committees in Greater Glasgow. The document would be amended to take account of any relevant changes made to the draft model Constitution but it was noted that the actual recruitment process as laid out in the document was satisfactory. On that basis, the document was approved.

Ms Torrie advised that she had prepared a recruitment pack based on the requirements of the new governance arrangements. She would liaise with the Head of Board Administration regarding the suitability of this pack in any future recruitment process.

**Ms A Torrie/
Head of Board
Administration**

DECIDED:

That these papers, amended as appropriate, be circulated to all Local Research Ethics Committees in Greater Glasgow for comment which should be received prior to the next meeting of the NHS Greater Glasgow Research Ethics Governance Committee on 25 October 2002.

**Head of Board
Administration**

10. DRAFT MODEL CONSTITUTION FOR THE OPERATION OF LOCAL RESEARCH ETHICS COMMITTEES IN GREATER GLASGOW

The Committee received for consideration copies of a draft model Constitution for the operation of all Local Research Ethics Committees in Greater Glasgow.

Also received were copies of a letter from Dr Jamieson which offered suggestions and amendments to the draft model Constitution.

The Acting Chairman thanked Dr Jamieson for such a detailed response. The Committee carefully considered the draft model Constitution and made the following amendments:

Membership

- Local Research Ethics Committees should consist of fifteen Members.
- A phrase should be included which indicates that nominations from the medical advisory structure, usually Medical Staff Associations, should be such as to reasonably reflect the spread of clinical services within a hospital or Trust.
- To be in line with the new governance arrangements, five lay persons need to be appointed to comprise one-third of Committee membership.
- Anyone co-opted to a Local Research Ethics Committee would not have voting rights.

Terms of Office

- NHS Boards were responsible for the appointment of all Committee Members and this would include the necessity of half of the Committee retiring every two years in a staggered membership cohort, as per other Board Committees.
- It was agreed that either the Chairman or Vice Chairman should be a Lay Member.
- The term of office of a Chairman and Vice Chairman should be four years with the option to service for another four years.
- The Greater Glasgow NHS Board would be responsible for the appointment of the Chairman and Vice Chairman.

Procedures

- All Local Research Ethics Committees shall submit an annual report to the NHS Greater Glasgow Research Ethics Governance Committee.

Meetings

- Local Research Ethics Committees were required under the new governance arrangements to meet regularly which in Greater Glasgow should normally be monthly.
- All Local Research Ethics Committee Members should receive their agenda at least one week in advance of the meeting.

- A quorum for meetings of Local Research Ethics Committees shall consist of seven Members. It shall include the Chairman and/or Vice Chairman and two lay members.
- Any decisions taken by a Local Research Ethics Committee would require a two-thirds majority of those Members present at the meeting.

Decisions

- All decisions relevant to the workings of a Local Research Ethics Committee would be circulated to researchers within one week.

Amendments

- Amendments to the Constitution of Local Research Ethics Committees will rest with the NHS Greater Glasgow Research Ethics Governance Committee.

Miscellaneous

- All Members of Local Research Ethics Committees would be required to attend two-thirds of their meetings.
- Any Member of a Local Research Ethics Committee who retired or left the employment of the NHS Trust concerned would at that point retire from the Local Research Ethics Committee of which he/she was a Member.

DECIDED:

That the draft model Constitution, amended as appropriate, be circulated to all Local Research Ethics Committees in Greater Glasgow for comment which should be received by the next meeting of the NHS Greater Glasgow Research Ethics Governance Committee to be held on 25 October 2002.

**Head of Board
Administration**

11. REGISTER OF INTERESTS FOR COMMITTEE MEMBERS

Ms Torrie referred to the need for all Members of Local Research Ethics Committees to sign a Register of Interests. Such interests were deemed to include any involvement with a research proposal or the individual/organisation/company presenting it.

The Head of Board Administration pointed out that the Board already had such procedures in place and these would be utilised to include Members of Local Research Ethics Committees.

**Head of Board
Administration**

NOTED

12. RESEARCH FRAUD

Ms Torrie referred to the need for a procedure in relation to research fraud. Dr Anderson suggested that mechanisms were already in place under the governance arrangements within NHS Trusts or Greater Glasgow NHS to tackle such issues. There was no need to replicate these mechanisms for Local Research Ethics Committees.

NOTED

13. DATE OF NEXT MEETING

The next meeting of the NHS Greater Glasgow Research Ethics Governance Committee would be held on Friday 25 October 2002 at 12 noon, in Meeting Room 2N, Second Floor, Dalian House, 350 St Vincent Street, Glasgow.

The meeting ended at 2.30 pm