

GREATER GLASGOW AND CLYDE NHS BOARD

**Minutes of a Meeting of the NHS Greater Glasgow and Clyde
Research Ethics Governance Committee
held in Meeting Room A, Dalian House,
350 St Vincent Street, Glasgow
on Wednesday 26 March 2008 at 9.30 am**

PRESENT

Professor D H Barlow (in the Chair)

Dr L de Caestecker

Dr D R Colville

Mr R Cleland

Dr B N Cowan

Mrs A Stewart MBE

IN ATTENDANCE

Mr J C Hamilton

Head of Board Administration

Mrs A H Torrie

OREC Manager

Mr W S Marshall

Secretariat Officer

ACTION BY

1. INTRODUCTORY REMARKS

The Chairman opened the meeting by welcoming Dr D R Colville, a new member of the Governance Committee. It was noted that Dr Colville had replaced Dr R Groden.

2. APOLOGIES

There were no apologies.

3. MINUTES

The Minutes of the meeting of the NHS Greater Glasgow and Clyde Research Ethics Governance Committee held on 17 January 2007 (NHSGGCREGC(M)07/1) were approved as a correct record.

NOTED

4. MATTERS ARISING

- (a) Designated Deputy Chair of NHS Greater Glasgow & Clyde Research Ethics Governance Committee

Mr Cleland confirmed that he had agreed to become the designated Deputy Chair of the Governance Committee on those occasions that the Chair might not be available.

NOTED

5. ESTABLISHMENT OF THE WEST OF SCOTLAND RESEARCH ETHICS SERVICE

The Governance Committee received for information copies of a paper submitted by the Head of Board Administration detailing the progress being made on establishing a West of Scotland Research Ethics Committee and the proposed timescales for submitting proposals to reconstitute the existing Governance Committee and the existing Research Ethics Committees within NHS Greater Glasgow and Clyde.

The Head of Board Administration reminded the Governance Committee of the background to this issue. Following consultation, Scottish Ministers had accepted recommendations from the Scottish Ethics Advisory Group that all research ethics in Scotland be reconfigured on a regional basis and be led and supported by a scientifically qualified manager. In addition, the work of the Research Ethics Committees was to be more aligned with that of the NHS Research and Development Services in order to promote communication between the two and to improve efficiency and reduce bureaucracy.

The Head of Board Administration referred to the attached report which was submitted to NHS Dumfries and Galloway, NHS Ayrshire and Arran and NHS Lanarkshire which proposed that NHS Greater Glasgow and Clyde would host the service on behalf of the West of Scotland NHS Boards. The report also recommended that the governance of the service was reviewed by a reconstituted Research Ethics Governance Committee to ensure that the necessary guidance and regulatory frameworks were adhered to in the new organisational arrangements.

The Scientific Officer/Manager job description had been drafted and submitted for a banding under the new Agenda for Change arrangements. The Chief Scientist's Office had provided advice as to how this post should be taken forward and had also agreed to fund this post recognising that for the four regional areas across Scotland this post was a new development. The final grading for this post had yet to be determined. It was noted that the post holder would have no role in the decision making process of individual Research Ethics Committees.

Mrs Stewart suggested that the Governance Committee should have had some input into formulating the job description. The Head of Board Administration explained that the short life West of Scotland working group had led this process but he undertook to circulate the final job description to members for information.

**Head of Board
Administration**

The Head of Board Administration pointed out that at the Planning, Policy and Performance Group meeting on 17 January 2008, the proposal that NHS Greater Glasgow and Clyde form, host and manage the West of Scotland Research Ethics Committee had been accepted. It had been hoped to commence the new service from 1 April 2008 but the issues around confirming job descriptions and grades had delayed that timeframe. Any re-alignment of management structures and the process of creating five Local Research Ethics Committees for the West of Scotland would not now take place until the Scientific Officer/Manager had been recruited.

The job description for the senior administrative post had been drafted and steps would be taken to include staff in the drafting of the generic Research Ethics Committee Administrator job descriptions.

The intention would be to centralise the Research Ethics Service into one location however, the physical constraints of the intended location, the Tennent Institute, Western Infirmary, may cause the service to initially run from a couple of sites. This should be manageable in terms of the national and local database systems and the Scientific Officer/Manager would review these arrangements

once they had been up and running for a few months.

The Head of Board Administration advised that detailed proposals on reconstituting the Governance Committee would be drafted and submitted to the next meeting for consideration. It was the intention to invite Professor R Hunter, Associate Research and Development Director, to that meeting to take members through the proposed changes to the governance structure of research and development and research ethics.

**Head of Board
Administration**

The Head of Board Administration emphasised that the arrangements with staff were being taken forward in partnership and that it would be essential to maintain the commitment and enthusiasm of current Research Ethics Committee Chairs and members as the service moved towards the new arrangements later this year. The Director of Public Health referred to a meeting she had chaired with Research Ethics Committee Chairs on 13 March 2008. She advised that this had been a most useful meeting in mapping out the new arrangements and taking on board comments from the Chairs.

The Head of Board Administration pointed out that four of the Research Ethics Committees within Glasgow would be retained although the Research Ethics Committee membership would be subject to slight amendment or review; clearly membership of one Committee would be subject to more significant change in terms of ensuring adequate membership from the other three NHS Boards and this would be taken forward as part of the migration of Committees. This was a principle undertaken within NHS Greater Glasgow and Clyde when it moved from eleven Committees to five Committees in the last few years. It would be important, however, to retain the involvement of as many existing members as possible.

DECIDED:

- (i) That the Head of Board Administration circulate a copy of the finalised Scientific Officer/Manager job description to members for information.
- (ii) That the Head of Board Administration prepare and submit the proposals for reconstituting the new Governance Committee at the next meeting.
- (iii) That Professor R Hunter, Research and Development Associate Director, be invited to the next meeting.

**Head of Board
Administration**

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Administration**

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Administration**

6. NHS GREATER GLASGOW AND CLYDE RESEARCH ETHICS ACTIVITY DATA FOR 2006/07 AND 2007/TO DATE

The Governance Committee received for information copies of a paper submitted by the OREC Manager comprising a set of NHS Greater Glasgow and Clyde Research Ethics Activity Data for 2006/07. The OREC Manager also referred to the latest data available for 2007 to date and both sets were noted as follows:

	<u>2006/07</u>	<u>2007 to date</u>
Primary Care	99	74
Glasgow Royal Infirmary	67	49
West Glasgow (1)	75	66
West Glasgow (2)	44	52
Argyll and Clyde	2	
South Glasgow and Clyde	40	41
Total	317	282

The OREC Manager noted that the levels of activity for the previous year and for this year to date were very similar. Between six and eight studies per meeting was considered the optimum number. Researchers were now getting used to the new forms although they had been recently amended. It was noted that these forms were used UK-wide.

NOTED

7. UPDATE ON INDUCTION RESEARCH ETHICS TRAINING SESSION

The Governance Committee received for information copies of a paper submitted by the OREC Manager comprising an update on the induction research ethics training session held on 19 July 2007.

The OREC Manager advised that a one day training session (research ethics, basic and intermediate) was held in the Conference Room, Level 4 Cardiology, Western Infirmary. The trainers for this session were from the University of Kent. Twelve new starts since the last induction day in June 2006 attended. There was one apology received on the day.

The OREC Manager was pleased to advise that the training session proved highly successful and that the course evaluation was fed back to the trainers.

NOTED

8. UPDATE ON ANNUAL RESEARCH ETHICS TRAINING SESSION

The Governance Committee received for information copies of a paper submitted by the OREC Manager comprising an update on the annual research ethics training session held on 5 October 2007.

The OREC Manager advised that the annual one day training session (advanced research ethics) for all Committee members was held in the Walton Conference Centre, Southern General Hospital. An extremely high calibre of speakers had been engaged for this session and the programme was very well received by all of the delegates present. A total of sixty-two expert and lay members attended and eight apologies were received in advance.

The Chairman referred to the programme for this training session and asked for copies of the slides used by each of the speakers to be circulated to the Governance Committee for information. The OREC Manager undertook to arrange this.

OREC Manager

NOTED

9. DIRECTORY OF RESEARCH ETHICS COMMITTEES WITHIN NHS GREATER GLASGOW AND CLYDE

The Governance Committee received for information papers submitted by the OREC Manager comprising an updated directory of the five Research Ethics Committees currently operating within NHS Greater Glasgow and Clyde. These papers included contact and other information regarding each Committee.

NOTED

10. NHS GREATER GLASGOW AND CLYDE RESEARCH ETHICS COMMITTEES ANNUAL REPORTS FOR 2006/07

The Governance Committee received for information copies of a document submitted by the OREC Managing comprising the annual reports for 2006/07 of the following Research Ethics Committees:

West Glasgow Research Ethics Committees (1) and (2)

South Glasgow and Clyde Research Ethics Committee (9 months period)

Argyll and Clyde Research Ethics Committee (3 months period)

Glasgow Royal Infirmary Research Ethics Committee

Glasgow and Clyde Primary Care, Community and Mental Health Research Ethics Committee

In regard to a question from Mrs Stewart, the OREC Manager clarified the position in relation to some of the studies undertaken by one of the Research Ethics Committees.

In relation to a question from Dr Colville, the OREC Manager clarified the position in relation to General Practitioner participation within the Research Ethics Committees structure.

NOTED

11. DATE OF NEXT MEETING

In view of the current review and restructuring of Ethics Committees within the West of Scotland, it was agreed that the next meeting of the Governance Committee should be arranged in line with future developments. It was hoped though that a meeting could be arranged for either June or July 2008.

The meeting ended at 11.00am