

GREATER GLASGOW AND CLYDE NHS BOARD

**Minutes of a Meeting of the NHS Greater Glasgow and Clyde
Research Ethics Governance Committee
held in Board Room 2, Dalian House,
350 St Vincent Street, Glasgow
on Monday 17 November 2008 at 9.00 am**

PRESENT

Professor D H Barlow (in the Chair)

Mrs A Stewart MBE

IN ATTENDANCE

Mr J C Hamilton	Head of Board Administration
Professor R Hunter	Associate Director of Research and Development
Mrs A H Torrie	OREC Manager
Mr W S Marshall	Secretariat Officer

ACTION BY

19. APOLOGIES

Apologies for absence were intimated on behalf of Mr R Cleland, Dr D R Colville, Dr B N Cowan and Dr L de Caestecker.

The Chairman expressed his disappointment that the meeting was not quorate. It was agreed that members should be reminded of their obligation to attend meetings of the Research Ethics Governance Committee whenever possible. When it was not possible a timeous apology should be offered and those members who could appoint a deputy would be asked to arrange this in the future. The Chairman would circulate a letter outlining these points to all members of the Governance Committee.

Chairman

20. MINUTES

The Minutes of the meeting of the NHS Greater Glasgow and Clyde Research Ethics Governance Committee held on 7 August 2008 (NHSGGCREGC(M)08/2) were submitted but since the meeting was not quorate they could not be approved. Members present had no changes to the Minutes. The Secretariat Officer would resubmit the Minutes to the next meeting of the Governance Committee for formal approval.

**Secretariat
Officer**

NOTED

21. ESTABLISHMENT OF THE WEST OF SCOTLAND RESEARCH ETHICS SERVICE

The Associate Director of Research and Development updated the Governance Committee on the appointment of the Scientific Officer/Manager post. Following advertisement, five candidates had been interviewed for the position.

A preferred candidate had been identified and it was anticipated that the

ACTION BY

preferred candidate would hopefully be in post in January 2009.

In relation to the Research Ethics Committee Administrator and Assistant Administrator posts, the Head of Board Administration advised that he was in the process of finalising the requisite job descriptions. Once these were prepared, they would be passed to the Associate Director of Research and Development for his attention.

The Head of Board Administration outlined the structure of the new West of Scotland Research Ethics Service. There would be five Committees each tasked with specific duties relating to their level of expertise, four of which were likely to remain meeting within Glasgow. The fifth Committee would replace South Glasgow and Clyde, Lanarkshire, Ayrshire and Arran and Dumfries and Galloway Committees would meet at a location yet to be decided. All five Committees would be administered from the Research Ethics Team at the Western Infirmary.

It was noted that since a new service was being established and, in accordance with the Nolan Standards applied to public service, existing members of RECs could express an interest in joining the new Committees irrespective of how long they had served on their previous Committees. The term of office in the new Committees would be four years with the option of another four year term available. It was thought useful to harness existing expertise as much as possible but any vacancies would be advertised in the usual manner. The Chairman suggested that a paper be submitted to the next meeting of the Governance Committee outlining these arrangements with more detail on membership, functions, remit and terms of office of the proposed Research Ethics Committees.

**OREC
Manager**

The Governance Committee noted that Dumfries and Galloway Research Ethics Governance Committee had already disbanded and its submissions were now being routed through the OREC Manager. It was recognised that the new West of Scotland Research Ethics Service would only take current submissions being handled by the Governance Committees of Lanarkshire, Ayrshire and Arran and Dumfries and Galloway. Other records or files would have to remain the responsibility of the appropriate NHS Boards which were the legal entities under whose authority these Governance Committees had been established.

NOTED

22. WEST OF SCOTLAND RESEARCH ETHICS SERVICE GOVERNANCE COMMITTEE : DRAFT CONSTITUTION FOR APPROVAL

The Research Ethics Governance Committee received for consideration copies of a draft Constitution of the West of Scotland Research Ethics Service Governance Committee which had been prepared by the Associate Director of Research and Development and the Head of Board Administration.

The Associate Director of Research and Development took members through the various sections of the document. Mrs Stewart stressed the importance of ensuring deputies attended for those members who had them when they themselves were not able to attend a meeting. This would be particularly important in the future since the Minutes of the Research Ethics Governance Committee established for the West of Scotland Research Ethics Service would be circulated to the four NHS Boards for information.

ACTION BY

Those members present had no changes or amendments to the draft Constitution but in the absence of a quorum it would now be necessary to resubmit the document to the next meeting of the Governance Committee for formal approval.

NOTED:

That the Secretariat Officer would submit the Constitution to the next meeting for formal approval.

**Secretariat
Officer**

23. UPDATE ON ANNUAL RESEARCH ETHICS TRAINING SESSION 2008

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 10 October 2008. It was noted that the topic at the training session was Good Clinical Practice.

The OREC Manager intimated that the training session had proved highly successful with lively debate and questioning of the speakers. Forty-nine expert and lay members had attended on the day. Apologies were received in advance from members who could not attend the session.

Mrs Stewart and the Chairman requested copies of the papers which were tabled at the training session and the OREC Manager undertook to send these to members.

OREC Manager

The Chairman noted the importance of the Good Clinical Practice training and suggested that all members of the Research Ethics Committees being established under the West of Scotland Research Ethics Service should be expected to attend a training course within their initial term of office, preferably within the first two years. If they go on to do a second term of office, they should then undertake a Good Clinical Practice training refresher course. This suggestion was agreed and as a recommendation it should be put forward for approval at the next meeting of the Governance Committee.

NOTED:

That the OREC Manager would place this issue on the agenda of the next meeting of the Governance Committee.

OREC Manager

24. DATA ON LREC SUBMISSIONS FROM MARCH 2007 TO APRIL 2008

The Governance Committee received for information copies of data submitted by the OREC Manager on the number of LRECs submissions received from March 2007 to April 2008.

The OREC Manager pointed out that the total number of submissions received by NHS Greater Glasgow and Clyde LRECs from March 2007 to April 2008 was 330. The West Glasgow (1) LREC had received 40 CTIMPS of which 14 were local. The OREC Manager pointed out the high volume of substantial amendments (105) to the West Glasgow (1) LREC.

NOTED

25. ANNUAL REPORTS OF LOCAL RESEARCH ETHICS COMMITTEES

The Governance Committee received for information copies of the Annual Reports from the following Research Ethics Committees:

ACTION BY

- West Glasgow Ethics Committees 1 and 2
- Glasgow Royal Infirmary Ethics Committee
- Greater Glasgow Primary Care and Mental Health Ethics Committee
- South Glasgow and Clyde Ethics Committee

The Chairman referred to the rather disappointing attendance figures in relation to some members of individual RECs and the absence in some reports of a Chairman's Report or the terms of office of its membership. It was hoped that all Research Ethics Committees working under the West of Scotland Research Ethics Service should be strongly encouraged to detail this type of information in their future Annual Reports.

Discussion followed on the current arrangements in place for appointing the Chairs and Vice Chairs of RECs. The NHS Board approves the appointment of both positions. It was recognised that all Chairs and Vice Chairs, whether lay or clinical, should adhere to the agreed criteria and display competencies commensurate with their duties. Appropriate criteria and an approved process would be developed under the new West of Scotland arrangements.

Head of Board Administration

The Chairman asked that the Head of Board Administration provide an update on ongoing issues which had affected the South Glasgow and Clyde REC. This was provided and the Governance Committee asked to be advised of the outcome of both at the appropriate time.

Head of Board Administration

NOTED

26. DATE OF NEXT MEETING

The Secretariat Officer was instructed to arrange the next meeting of the Research Ethics Governance Committee for January or early February 2009.

Secretariat Officer

The meeting ended at 10.45 am