



UNIVERSITY ETHICS OF RESEARCH COMMITTEE TERMS OF REFERENCE

1.	Authority
1.1	The Ethics of Research Committee is a sub-committee of the University Research Committee, which is a committee of Senate. Subject to the provisions made in the Charter, Statutes, Ordinances, and Regulations, the University Ethics of Research Committee shall operate within the duties and authorities as stipulated by the University Research Committee in these Terms of Reference.
1.2	The University Ethics of Research Committee is authorised by Senate to investigate any activity within its remit as set out in these terms of reference. In order to do so, the Committee is authorised to request relevant information and question any employee of the University as and when required.
2.	Purpose of the Committee
2.1	The purpose of the University Ethics of Research Committee is to act as an oversight group to encourage and facilitate best practice of ethical issues. It provides a focal point for the discussion and dissemination of research ethics and integrity issues and it reports to Senate via the University Research Committee. It also serves to adjudicate appeals in relation to decisions made by School and Faculty Research Ethics Committees.
3.	Membership
3.1	The University Ethics of Research Committee will normally comprise up to fifteen members.
3.2	The membership will be as follows: <ul style="list-style-type: none">• The Chair will be a University of Bristol member of staff with experience of human participant research. The position of Chair will confer a seat on the University Research Committee;• One member from each of the Faculties of Arts, Engineering, Life Sciences, Health Sciences, Science and Social Sciences & Law, appointed by their Dean and ratified by the University Research Committee (URC)• The Chair of the Animal Welfare and Ethical Review Body (AWERB) (or a delegated member);• The Head of Research Governance;• The Research Ethics and Integrity Manager;• The Registrar and University Secretary (or delegate);• Co-opted members as agreed by Senate, including an academic member who sits upon the Board of Trustees;• At least two Independent lay members;• One of the Elected Postgraduate Research or Taught Faculty Representatives as agreed upon amongst themselves.
3.3	Other staff will be invited to join the meeting for their relevant items.

3.4	The quorum is five, to include the Chair or Deputy Chair, at least two faculty members, and a lay member. Attendance can also occur via a conference phone or secure online video platform to call in to the committee meeting.
4	Specific Duties
4.1	The University Ethics of Research Committee's duties are as follows:
4.1.1	Maintain and implement the University's Ethics of Research Policy and Procedure;
4.1.2	Monitor the University's compliance with the Concordat to Support Research Integrity;
4.1.3	Foster a research environment in which research ethics and integrity issues are firmly embedded in working practices;
4.1.4	Routinely audit and maintain effective communication between all University of Bristol Research Ethics Committees in order to share best practice and ensure consistent and high quality processes;
4.1.5	Ensure effective and reciprocal engagement with the University Research Committee;
4.1.6	Advise School and Faculty Research Ethics Committees;
4.1.7	Receive an annual report from: <ul style="list-style-type: none"> • the Human Tissue Working Group; • the Head of Research Governance on engagement with NHS Research Ethics Committees; • the Animal Welfare and Ethical Review Body; • all of the Faculty Research Ethics Committees and constituent sub-committees.
4.2	Other duties
4.2.1	The Committee will consider research ethics and integrity issues referred to it by School or Faculty Research Ethics Committees, or by any other person or body in the University, in accordance with the Ethics of Research Policy and Procedure. Examples of issues which the committee might consider are: <ul style="list-style-type: none"> • ethical status of research involving human participants, their tissue and/or data; • research ethics and integrity issues connected to advanced scientific

	<ul style="list-style-type: none"> research; • research issues relating to the environment; • due diligence in relation to donors to the University who are funding University research; • appeals that cannot be resolved within the Faculty procedures.
4.2.2	Where the Committee is of the view that a current or proposed research activity or practice in the University is unethical or an ethics issue needs resolving, it will report this directly to the Vice-Chancellor and the Chair of the Board of Trustees for resolution.
4.2.3	It is within the Committee's remit, and the Committee's responsibility, to consider any implications linked to equality, diversity and inclusion when conducting its business, making decisions and agreeing actions.
4.2.4	On a biennial basis, committee representatives will visit each of the Faculty Research Ethics Committees (and on occasion some School Research Ethics Committees) to offer support and to gain feedback from committee members about their ethics review experiences.
5.	Accountability and Reporting
5.1	<p>The Chair of the Committee shall report formally to the University Research Committee on its proceedings after each meeting on all matters within its duties and responsibilities. The University Research Committee, in turn, will report to Senate.</p> <p>The Committee will provide an annual report to Senate on how it has discharged its duties during the previous academic year.</p> <p>The committee will provide any exception reporting to the Board of Trustees via the Audit & Risk Committee. Exception reporting will also be provided to Senate.</p>
5.2	Where authority has been delegated to the Committee by its parent body to perform a particular action or take a particular decision, that action or decision will be reported to the parent body as soon as is practical after the action/decision has been taken.
5.3	The Committee may make recommendations to its parent body on any matter within its remit, authority and responsibilities.
6.	Effectiveness Monitoring and Compliance with Terms of Reference
6.1	<p>To review committee effectiveness and efficiency annually including:</p> <ul style="list-style-type: none"> • its remit, authorities and powers as stipulated in its Terms of Reference; • its membership.
7.	Secretarial support

7.1	Secretary to the Committee – a member of the Research Governance team, in DREI.
	Approval date: University Research Committee 18 th May 2023 Review date: University Ethics of Research Committee 15 th March 2023 Contact: research-ethics@bristol.ac.uk

Approved by University Research Committee via Chair Action on: 18th May 2023