



ANIMAL WELFARE AND ETHICS SUB-COMMITTEE

TERMS OF REFERENCE

Purpose

The Animal Welfare and Ethics Sub-Committee (AWESC) is accountable to the University Ethics and Integrity Committee (UEIC) and exists to develop and implement the University's policies and procedures in relation to research, teaching and education with animals and animal by-products.

Membership

Chair – nominated by the Chair of UEIC

Deputy Chair

Chair of College Research Ethics Committee (or Deputy) from any College where significant animal or animal by-product work is undertaken

Teaching representative from any College where significant animal or animal by-product work is undertaken

Head of School (or Deputy) from any College where significant animal or animal by-product work is undertaken

Up to 4 researchers with appropriate expertise engaged in animal/animal by-product research and teaching – nominated by the Chair

2 external members, approved by the Chair:

- Veterinary surgeon/animal welfare expert
- External collaborator/partner / second veterinary surgeon / other relevant independent member

Senior Technical Manager from any College where significant animal or animal by-product work is undertaken

In attendance

Committee Officer

Research Governance Manager

Chair of the University Ethics and Integrity Committee (open invitation to attend)

Members "in attendance" do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can also include up to two co-opted members. Co-opted members are appointed by the Committee in consultation with the Chair. Co-opted members have voting rights.

Appointment criteria

The Chair and Deputy Chair shall be appointed as such by the Chair of the University Ethics and Integrity Committee. The Chair and Deputy Chair should normally have at least one year's experience of the work of AWESC, a CREC or UEIC or equivalent research ethics committee. Those appointed should have received training in research ethics reviewing prior to taking up the role (and be offered any supplementary training as required), and possess the relevant chairing skills.

Membership will be approved by the Chair in line with the template. Those appointed should have received training in research ethics reviewing. Potential candidates should be offered any necessary supplementary training prior to appointment.

Responsibility

The Animal Welfare and Ethics Sub-Committee is responsible for:

- Encouraging a culture within the University which recognises the central importance of ethical considerations in the design and performance of research and teaching to promote excellence in relation to the use of animals and animal by-products within the University, and monitor good governance, ethics, and welfare;
- Promoting effective partnerships with external organisations in pursuit of the University's animal and animal by-product research and teaching;
- Monitoring the policies and practices of key external organisations ensuring that the university is alert to, and responds to, national and international developments in animal and animal by product research and teaching, and to appropriately disseminate this information within the University;
- Working with the University Ethics and Integrity Committee to develop processes and guidelines to promote excellent ethical practice that are consistent across the committees, where appropriate to do so;
- Exercising oversight of the development and implementation of the University's policies and procedures in relation to the involvement of UWE staff and students in research and teaching activities involving animals and animal by-products;
- Reviewing and approving individual applications from members and students of the university, for the use/involvement of animals/animal by products in research and teaching, in line with the Quality Management System for Working with Animals and Animal By-Products.
- Where individual applications also involve human participants, AWESC will consider the animal application (as will College Research Ethics Committees the human application), a favourable opinion from both Committees being necessary before research can commence;

- Setting minimum mandatory training requirements for staff and students in relation to working with animals and animal by products, and to review the implementation of this as part of the annual monitoring exercise;
- Overseeing appropriate records management policy and procedures for research and teaching with animals and animal by products;
- Raising formally with Heads of College any breaches of compliance or research governance which have come to the Sub-Committee's attention, reporting formally to the University Ethics and Integrity Committee (and to the Learning, Teaching and Student Experience Committee or Research and Knowledge Exchange Committee, where appropriate) any serious concerns that the Sub-Committee has been unable to resolve;
- Overseeing the annual monitoring of the use of animals and animal by-products for research and teaching purposes, in relation to compliance with formal requirements upon the University, including meeting legislative and regulatory compliance, and achieving best practice in ethics and animal welfare;
- Overseeing the University's contribution to the development of excellence of standards in the field in relation to ethics and animal welfare in research and teaching;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

Accountability

The Animal Welfare and Ethics Sub-Committee is accountable to the University Ethics and Integrity Committee and reports to it on:

- The development and implementation of the University's policies and procedures in relation to the involvement of UWE staff and students in research and teaching activities involving animals and animal by- products;
- Breaches of compliance or research governance which have come to the Sub-Committee's attention which it has been unable to resolve;
- Progress made against priorities and risks identified within the scope of the Group that may adversely impact on the University to meet its strategic objectives or the Group to achieve agreed priorities;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support it to deliver its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of UEIC

AWESC provides an annual assurance report to UEIC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees. The requirements for the report will be specified by UEIC.

Administration

The Animal Welfare and Ethics Sub-Committee will meet a minimum four times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for the Animal Welfare and Ethics Sub-Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and it can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.