

HUMAN TISSUE SUB-COMMITTEE

TERMS OF REFERENCE

Purpose

The Human Tissue Sub-Committee (HTSC) is accountable to the University Ethics and Integrity Committee (UEIC) and exists to oversee the development and implementation of the University's policies and procedures in relation to use of human tissue for research and teaching purposes at UWE.

Membership

Member of the University Ethics and Integrity Committee (Chair), nominated by the Chair of the University Ethics and Integrity Committee

Chair of a College Research Ethics Committee (or nominee) from any College where human tissue work is undertaken

Senior Research Laboratory Manager from any College where human tissue work is undertaken

Senior management representative from each School where human tissue work is undertaken, nominated by the Head of College

Undergraduate/Postgraduate Biological Sciences Research Project Leader (CHSS) or nominee

4 Senior Researchers engaged in human tissue research and teaching, nominated by the Chair

External Member(s) – external expert member

In attendance

Research Governance Manager

Committee Officer

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 with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

The Human Tissue Sub-Committee is responsible for:

- Exercising, on behalf of the University Ethics and Integrity Committee, oversight of the development and implementation of the University's policies and procedures in relation to the storage and use of human tissue for research and teaching purposes;
- Overseeing appropriate records management policy and procedures for work with human tissue;
- Specifying the requirements for and considering quarterly updates from researchers and annual updates from teaching staff using human tissue to enable monitoring and good governance of human tissue holdings at UWE, for both research and teaching purposes;
- Overseeing the annual monitoring (audit) of human tissue holdings at UWE (both for research and teaching purposes), to ensure compliance with formal requirements upon the University, including meeting the requirements of the Human Tissue Act, and to support the identification of good practice and the promotion of excellence in the use of human tissue within the University;
- Promoting effective partnerships with external organisations in pursuit of the University's human tissue research and teaching, raising formally with PVC Executive Deans and Heads of College any breaches of compliance or research governance which have come to the Sub-Committee's attention;
- Establishing a pool of expert advisers to provide advice on the use of human tissue to staff and postgraduate students;
- Setting minimum compulsory training requirements for staff and students in relation to working with human tissue, and to review the implementation of this as part of the annual monitoring exercise;
- Monitoring the policies and practices of key external organisations ensuring that the University is alert to, and responds to, national and international developments in human tissue research;
- 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 Human Tissue Sub-Committee is accountable to the University Ethics and Integrity Committee and reports to it on:

- 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.

HTSC draws upon the quarterly monitoring and annual audit exercises to provide an annual assurance report to the University Ethics and Integrity Committee on the implementation of the University's policies and procedures in relation to use of human tissue. The requirements for the report will be specified by UEIC, and must include:

- Assurance on the development and implementation of the University's policies and procedures in relation to the storage and use of human tissue for research and teaching purposes;
- Any serious concerns which the Committee has been unable to resolve.

Administration

The Human Tissue Sub-Committee will meet a minimum of 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 Human Tissue Sub-Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the HTSC can effectively discharge its duties. As part of the review consideration should be given to how the Sub-Committee can improve and better integrate practices which support equality, diversity and inclusivity.