



## RESEARCH GOVERNANCE COMMITTEE

Thursday 2 June 2011

### MINUTES

*PRESENT:*

Professor David Price (*Chair*)  
Professor Daniel Alexander  
Dr Brian Balmer  
Professor Shelley Channon  
Professor Mary Collins  
Mr Andrew Cooper  
Dr Sylvie Delacroix  
Lord Hart of Chilton  
Professor Raymond MacAllister  
Dr Nick McNally  
Mr Tim Perry  
Dr Arad Reisberg  
Dr Claire Warwick  
Mr Nigel Waugh

*In attendance:* Ms Rachel Port (*Secretary*)

Apologies were received from Dr Mary Phillips.

*Key to abbreviations used in these Minutes*

HEIs	Higher Education Institutions
HR	Human Resources
JBRU	Joint Biomedical Research Unit
NHS	National Health Service
RAS	Registry and Academic Services
REF	Research Excellence Framework
REthC	Research Ethics Committee
RGC	Research Governance Committee
UKRIO	UK Research Integrity Office

23 **MINUTES**

**Approved:**

- 23.1 The Minutes of RGC's meeting held on 24 March 2011 [RGC Mins.12-16, 24.03.11], issued previously, were confirmed by the Committee and signed by the Chair.

24 **MATTERS ARISING FROM THE MINUTES**

24A **Terms of Reference, Constitution and Membership**

[RGC Min.13A, 09.11.10]

**Noted:**

- 24A.1 The Registry and Academic Services divisions merged with effect from 3 May 2011. Tim Perry, the former Director of Academic Services, headed the merged division as Director of Registry and Academic Services (RAS).
- 24A.2 The Chair, after discussion with the Director of RAS and on behalf of RGC, had approved the addition of the Director of Research Support, JBRU, to RGC's *ex officio* membership. The Director of Research Support was Dr Nick McNally.
- 24A.3 The Chair, on behalf of RGC, had approved the co-optation of Andrew Cooper, Assistant Director (Policy and Communications), RAS / REF Manager, to RGC.
- 24A.4 The changes to RGC's Constitution noted at 24A.2 and 24A.3 above had been approved by Governance Committee.

**Reported:**

- 24A.5 The Chair welcomed the new members to the Committee and explained the background to the formation of RGC. One of RGC's roles was to ensure that departments across UCL were compliant in their approach to research ethics and governance in line with UCL's research ethics framework. As noted at the previous meeting, the number of Nominated members from each of the three UCL Schools had increased to two from each School. The Chair added that RGC now had a link to UCL's NHS hospital partners via Dr McNally. It was noted that some research ethics and governance matters were confidential and that RGC's discussion of such matters should respect that.

24B **Research Misconduct Procedure**

[RGC Min.14, 24.03.11]

**Noted:**

- 24B.1 The Acting Head of UKRIO had provided the Director of RAS with detailed comments on the current UCL procedure for investigating and resolving allegations of misconduct in academic research ('research misconduct procedure') and would shortly provide a more wide-ranging note to include comments on the possibility of integrating the research misconduct and staff discipline procedures at an earlier stage. In light of this, the timeframe for

completing revision of the UCL procedure would need to be extended. It was intended to submit a revised draft procedure for RGC members' comments during the summer with final approval early in the Autumn Term.

- 24B.2 It had been agreed with the Director of HR that, (i), the Director of RAS feed through to HR in future names of those persons serving on research misconduct panels and, (ii), for the list to be integrated with that maintained by HR of staff service on panels set up under staff discipline, grievance, etc panels operated by HR, so that this could be taken into account when identifying research misconduct panel members.

**Reported:**

- 24B.3 The Director or RAS regretted that the timeframe for completing revision of the UCL research misconduct procedure was taking longer than initially envisaged but noted that the Acting Head of UKRIO had been very helpful in providing comments on UCL's existing procedure and offered to undertake research on equivalent policies in other HEIs for purposes of comparison.

**Discussion:**

- 24B.4 The Director of HR added that consultation with the UCL branches of the various staff trades unions would need to occur upon circulation of the revised draft procedure. The Chair considered that following publication of the finalised version of the procedure on the UCL website, a communications strategy should be undertaken to inform the UCL community that the policy had been updated with, for example, its inclusion in the Provost's Newsletter and The Week@UCL.

**24C Reform of the UCL Committee System**

[RGC Min.15, 24.03.11]

**Noted:**

- 24C.1 As agreed at the previous meeting, the Director of RAS would advise the Council sub-group on committees reform that REthC should continue to operate as at present but that it should no longer have the status of a UCL standing committee.

**24D UCL Conflict of Interest Policy**

[RGC Min.20, 24.03.11]

**Noted:**

- 24D.1 At the previous meeting, RGC agreed to set up a working group to review and revise UCL's CoI Policy. The working group would be chaired by Dr Claire Warwick and would hold its first meeting on 30 June 2011.

- 24D.2 The full membership of working group was as follows:

Two academic members of RGC (nominated by the Vice-Provost (Research), one to serve as Chair) - Professor Raymond MacAllister, Dr Claire Warwick (*Chair*)

Director of Finance - Alison Woodhams  
Director of HR (or nominee) - Geoff Lang  
Director of RAS (or nominee) - Andrew Cooper  
Director of JBRU - Professor Monty Mythen  
Director of Research Support, JBRU (or nominee) - Dr Nick McNally  
A representative of UCL Business (nominated by the Vice-Provost (Enterprise)) - Cengiz Tarhan  
[Alternate: Alex Weedon]  
One of the Chairs of the School Knowledge Transfer Boards (nominated by the Vice-Provost (Enterprise)) - Professor Steve Caddick  
Secretary - Rachel Port.

24D.3 It was intended that the Group submit a final report to include a draft revised version of UCL's Col policy to the Autumn Term 2011 meeting of RGC.

## 25 DATES OF MEETINGS IN 2011-2012 SESSION

### ***Noted:***

25.1 There were no further meetings of RGC scheduled for this session. Dates for meetings in 2011-2012 session would be canvassed subsequent to the meeting by the Secretary in consultation with members.

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