

Principles of Scientific Reviews

Staff Code Policy Document

1. *Policy Name*

Principles of Scientific Reviews

2. *Policy description and purpose*

This section outlines how the MRC keeps under review the scientific work undertaken within its establishments and directly supported teams, and the resources allocated to that work.

3. *Status of policy*

Current

4. *Scope of policy*

This policy covers all MRC employees.

5. *Policy statement*

The MRC has a responsibility to keep under review the scientific work undertaken within its establishments and directly supported teams, and the resources allocated to that work.

6. *Policy detail*

1. Principles of Scientific Reviews

- These Principles have been agreed with the National Trade Union Side.
- The MRC has a responsibility to keep under review the scientific work undertaken within its establishments and directly supported teams, and the resources allocated to that work. It undertakes to do this in a fair and open manner and to ensure that the same standards of objectivity are applied to all scientific reviews.
- Reviews of individual establishments take place normally every five years. The objectives of such reviews may include: provision of a regular evaluation for the MRC of the merit and value-for-money of the scientific work undertaken and the use of resources in its research establishments; advice to the MRC on whether direct support remains appropriate, on the merit of proposals for future work, and the cost-effective allocation of resources consistent with its overall research portfolio.
- Other scientific reviews may be arranged from time to time to address specific issues. These might include such considerations as the wish of the MRC, or any of its advisory committees, to conduct a wider or earlier scientific review such as the strategic review of an entire field of scientific endeavour; or to consider the future of a Unit whose Director has stepped down, or is due to retire.



Principles of Scientific Reviews

- Conflicts of interest should be declared and managed in accordance with the MRC's stated policies, as set out in the policy of that name.
- The MRC consults its employees during scientific reviews which may have implications for those employees and over any action proposed as a result.
 - Management is committed to keeping its employees/Trade Union Side properly informed and allowing adequate time for early meaningful consultation during scientific reviews. Employees may respond to such consultations collectively either through the National Trade Union Side, or their Local Trade Union Side. They may also submit views as individuals to their Director who will, where appropriate, pass them on to the Board or Council. Consultation is defined in the 1972 Industrial Relations Code of Practice. The definition emphasises the importance and value of joint discussion based on a genuine exchange of views and information. The MRC believes that the views of its employees should be sought wherever possible, preferably through the appropriate representative channels, and will provide a reasoned response to the views received via this consultative process.
 - 6.2 The terms of reference for each individual scientific review will be set by the Council, Board etc, taking account of any special features, and, where there are implications for employees, communicated to the employees of the establishment(s) concerned and the National Trade Union Side.
 - The National and relevant Local Trade Union Side(s) will be informed in writing of all plans to undertake scientific reviews in an establishment or establishments.
 - The format of scientific reviews will vary according to context. However, the Local Trade Union Side will have consultation access in respect of the following during the process of a review:
 - terms of reference for a review
 - planned timetable for the review, including the decision-making stages
 - documents relevant to the consultation process
 - arrangements for the employees/Trade Union Side to make their views known, including representations to the review committee
 - the mechanism for keeping employees informed.
 - The Local Trade Union Side and/or National Trade Union Side as appropriate will have the opportunity to comment on the conclusions of a scientific review (less any confidential sections which may be very specific to particular individuals and which will be shown only to the individuals concerned) in the form of the proposed Board paper prior to its consideration by the Board, and may submit written comments to the Board.
 - The Board minute will be made available to the National Trade Union Side, and by the Director to the Local Trade Union Side. Written comments may be submitted by the Local/National Trade

Principles of Scientific Reviews

Union Side to Council, and the National Trade Union Side may also make oral representations to Council via the Employee Representation Forum. Council's decision will be final.

- Where Council reaches a decision which has an adverse effect on employees on which the Trade Union Side had not had an opportunity to make representations, the decision will be preliminary to allow the
- Local/National Trade Union Side an opportunity to make representations at a subsequent Council meeting. Council's decision will be final.
- Before Council reaches its final decision, The National Trade Union Side may make representations to Council via the Employee Representations Forum if it considers that there has been a breach of the agreed principles or any procedure that may have been agreed for that review. Council will consider whether there has been a breach. Should it agree that a breach has occurred, Council will then consider what action would be appropriate. Council's decision will be final.
- The implementation of Council decisions will be made in accordance with Council's agreed procedures.

7. Effective Date

This policy is in force from 5 June 2006

8. Amendment History

Date	Version	Date in force	Date expired	Status	Summary of amendments	Author	Publisher
03/04/2007	0.1	03/04/2007		Published on portal	New policy	Corporate HR	Toni Allen