

## **The STFC Ethics Committee: Terms of Reference**

### Background

The Ethics Committee acts in an advisory capacity on such issues that arise under the Ethics Policy and are responsible for overseeing such matters.

The Ethics Committee is responsible to STFC's Executive Board of Directors.

### Membership

The Ethics Committee shall have at least seven members.

It is to be chaired by a member of Council, as appointed from time to time.

Four members should all be from different departments within STFC.

There is one lay member, one academic member, and one member shall be a (non-staff) member of STFC Council (Chair).

Where the Committee has to consider particularly significant issues, other expertise may be co-opted on to the committee or a smaller committee established to consider a specific issue. A quorum of 5 members is required.

### Scope of activities

The Ethics Committee activities include:

- To ensure that the ethical standards of STFC are met, in both research and commercial activities.
- To consider cases where there might be potential involvement in unethical practice and to offer guidance and advice on those cases
- To provide guidance in cases where ethical concerns are raised by staff members.
- To remain aware of national and international requirements for ethical review and to disseminate these appropriately across STFC.
- To report annually to STFC's Executive Board on the business undertaken by the Committee.
- To investigate any external complaint regarding unethical practice and report upon the same (as may be considered necessary).
- To review the procedures and standards set out in this policy at least once every three years (or more often as may be considered necessary).

The Committee may agree an expedited review where, for example, the ethical issues carry only a minimal risk or the ethical issues raised are similar to issues where the activity has previously been approved.

### Meetings and reporting

Secretarial support will be provided by the Head of Governance.

The Committee will meet as often as is reasonably necessary but in any event not less than once a year.

The Committee shall provide an annual summary of its activities and report such summary for Council.