Human Research Tissue Bank Management Committee

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1. Purpose and Scope.

1.1 This document describes the terms of reference and composition of the Human Research Tissue Bank (HRTB) Management Committee (herein called the 'committee')

2. Membership

2.1 The membership is as follows:

- Dr Mercedes Jimenez-Linan (Chairman) - DI HTA Research Licence
- Dr Rebecca Brais (Deputy) - Histopathologist
- Dr John Bradley - R&D Director
- Beverley Haynes - Tissue Bank Manager
- Tracey Hensman - R & D Solicitor
- Ian Sturgess or designate - Histopathology manager
- Brian Warner - Pathology Ops manager
- Liz Coker - Brain Bank Administrator

A quorum will be the Chairman/Deputy Chairman and four members.
Meetings cannot proceed without the Chairman or Deputy Chairman present.

3. Authority

3.1 The committee acts on behalf of Cambridge University Hospitals NHS Foundation Trust (CUH) in managing the activities relating to HRTB.

3.2 The committee will work to deliver improvements in the quality and value of the HRTB service to stakeholders.

3.3 The group may seek any information required to undertake this role.
4. **Management of Meetings**

4.1 Meetings will usually be held during the third week of each month.

4.2 Special meetings may be convened by the Chairman.

4.3 Attendance by members should be 50% in any one year. Apologies will be given to the Administrator prior to meetings.

4.4 Matters for discussion will be forwarded as agenda items to the Chairman.

4.5 The agenda and action table will be circulated one week prior to the meeting date.

4.6 The draft minutes will be circulated to members two weeks after the meeting.

4.7 Histopathologists and research group representatives involved with research using human tissue samples are invited to attend a meeting as required to report on any problems or improvements in the service HRTB staff can offer.

5. **Duties and Responsibilities**

5.1 To promote and facilitate ethical tissue banking and ensure policies and procedures are of the highest ethical standards possible

5.2 To ensure an optimal service is provided to patients clinicians and researchers.

5.3 To provide guidance to researchers on the appropriate use of donated tissue.

5.4 To act as an educational resource to CUH and the public on tissue donated for research
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5.5 To ensure the Tissue Bank operates in a cost effective way

5.6 To develop and review practices to ensure a robust working system is in Place

5.7 To ensure the Human Tissue Authority (HTA) remains satisfied that our premises and activities comply with the HT Act and relevant Codes of Practice for the Pathology HTA Licence

6. Reporting and Accountability

6.1 The agreed minutes will be loaded on iPassport for review by HTA Inspectors.

6.2 The HTA Person Designated will escalate any issues, via the Designated Individual for the Research HTA Licence, to the Human Tissues Committee.

6.3 The group will liaise appropriately with other Histopathology/ research meetings.

6.5 The group shall review its terms of reference annually.