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**QResearch Scientific Committee Meeting 14.12.20
Minutes**

Attending: Julia Hippisley-Cox, Sarah Lay-Flurrie, Rebekah Burrow, Clare Bankhead, Franco De Crescenzo (observer), Paula Dhiman (observer) Clare Bankhead, Madhurima Bhadra (observer), Rebecca Harmston (observer), Claire Meadows (Minutes)

Apologies: Mike Walton, Rafael Perera, Stavros Petrou

Chair: Paul Aveyard

1 Welcome and apologies	ACTION
A welcome was extended to our four observers, who are attending as a result of our recent recruitment drive for Committee members.	
2 Minutes and actions last meeting	
Due to time constraints in this meeting, administrator will recirculate minutes for approval.	
3 Matters arising	
Team are working on gathering information for the new QResearch annual report.	
4 Members leaving the Committee – Sarah Lay-Flurrie, Duncan Young	
Duncan is leaving the Committee due to retirement and Sarah is leaving the department at the end of the year.	
5 Applications for discussion	
<p>OX39 –</p> <p>Team think the application is constructed well and saw nothing they wanted to change or improve. Happy to approve the application. No further comments from Committee.</p>	
<p>OX94 –</p> <p>Revise and resubmit.</p>	
<p>OX99 –</p> <p>Previously revised and resubmitted. Team happy with the revision and have approved.</p>	

OX129 –

Revise and resubmit.

OX54 –

*This was a practice exercise for our observers to complete to assess their suitability for a permanent role on the Committee.

OX85 –

*This was also a practice exercise for our observers to complete to assess their suitability for a permanent role on the Committee.

6. Applications to be aware of

OX29 –

A revise and resubmit that will come back in for re-review.

OX125 –

Team suggested this be sent round the Committee and discussed at the December meeting.

Plus two new applications likely to be submitted before our next meeting in December.

Amendments approved by deputy-chair via email for:

OX22

OX54 (amendment 1)

OX85 (amendment 1)

OX86 (amendment 1)

OX102 (amendments 1 and 2)

7 Questions for team

What training would members like that we could provide?

How should we allocate reviews with our new committee members and new review process?

Team suggested that we allocate on a rota system which is fair, but also be mindful of areas of expertise that may suit different members of the Committee. Team also suggested that if you are aware of COIs or other impediments carrying out a fair evaluation that members should get back to data manager within 24 hours to confirm this.

<p>The decision on whether reviews should be carried out by two experts and one lay member was in discussion. Team advocates two reviewers for ease, though members can review in a pair if this is suitable and possible. Data manager is going to proceed with three reviewers and see if that works well. If not we can review the process.</p> <p>Data manager requested that members and the observers get back to her on what training they would find useful in their roles on the Committee.</p>	
<p>8 AOB</p> <p>None</p>	
<p>9 Date of next meeting</p> <p>14th December 2020 1pm – 2.30pm</p>	