

## **Human Tissue Authority (HTA) Licence Co-ordination Group**

### **2024-25**

#### **Committee purpose**

The University of Sussex conducts research under the auspices of its Human Tissue Authority (HTA) License, relating to the removal, storage and use of tissue or cells from a human body for use for research, medical treatment, post-mortem examination and teaching. The University of Sussex conducts research, teaching, and public engagement under the auspices of its Human Tissue Authority licences. The licences enable the removal, storage and use of human tissue for research, anatomical examination, and public display. The University has four Human Tissue Licence, each licence is required to have a Designated Individual appointed by the institutional licence holder (Pro-Vice-Chancellor Research and Innovation). All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

#### **Membership**

- Designated Individual appointed by Pro-Vice-Chancellor Research and Innovation
- Remaining three Designated Individuals
- HTA Governance Manager, BSMS
- Governance Officer, Brighton and Sussex University Hospital Trust R&D.

The Research Governance Officer will facilitate the meeting and take notes to share with RGQAC.

#### **Terms of Reference**

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The University of Sussex conducts research under the auspices of its Human Tissue Authority (HTA) Corporate Licence relating to the removal, storage and use of tissue or cells from a human body for use for research, medical treatment, post-mortem examination and teaching.

The University of Sussex conducts research, teaching, and public engagement under the auspices of its Human Tissue Authority licences. The licences enable the removal, storage and use of human tissue for research, anatomical examination, and public display.

The University's overarching Corporate HTA Licence has a named Corporate Licence holder and Designated Individuals for each licence. There are four licences split according to Faculty, School, and purpose, which are inspected individually.

- Licence 12119: Life Sciences
- Licence 12561 BSMS (Research) (This covers Brighton & Sussex Medical School (BSMS))
- Licence 12198 BSMS (Anatomy)
- Licence 12687 BSMS (Public Display).

All HTA licences are required to fulfill Code of Practice A Consent. Each licence then has its own [Code of Practice](#). Activity undertaken within the licences occur at the BSMS medical research buildings, BSMS medical teaching, School of Psychology and School of Life Sciences at the University of Sussex Campus. As the HTA is a regulatory authority, the University is periodically inspected as part of HTA's requisite.

**Key Role:**

- a) To provide an advisory role to Faculty Research Ethics Committee Chairs; Chairs can consult the group with any substantive queries who will provide a collective response. This ensures consistency of practice.
- b) To develop, review and sign-off University and cross-Faculty/School SOPs and COPs (University-wide SOPs will come for approval, but school-specific SOPs can be approved locally).
- c) To provide an opportunity to share best practice and identify any issues.
- d) To have a forum to discuss HTA-related issues and breaches of regulation or policy that could have a University-wide impact or issues which cannot be resolved at a Faculty or School -level.
- e) To provide an opportunity for communication around transfers and storage between CIRU and the University (incl. the tissue bank).
- f) To improve governance structure and SOPs in preparation for joint MHRA/HTA inspections.
- g) To develop improved guidance for the research governance webpages.
- h) To resolve conflicts of interest around access to the BSMS tissue bank.
- i) To discuss and report adverse events or incidents.
- j) To delineate/define the roles of the Faculties, Schools and the University in terms of policy/guidance.
- k) To provide a substantive report to Research Governance and Quality Assurance Committee (RGQAC) once a year and to provide informal minutes of the meeting to RGQAC to be ratified at each RGQAC meeting.