

HUMAN TISSUE ACT (HTA) COMMITTEE TERMS OF REFERENCE

Purpose	<p>The Human Tissue Act Committee (HTAC) will provide management oversight of Manchester Metropolitan University's compliance with the Human Tissue Act (HTA). The HTAC report to the Research Ethics and Governance Committee (REG Committee).</p> <p>The HTAC will ensure that there will an ongoing review of HTA compliance across the University, and will make arrangements in the event of a regulatory audit or inspection.</p>	
Terms of Reference	1	To promote and implement the University's HTA related strategies, policies and procedures, ensuring university compliance with these. Where necessary, to make recommendations for improvement to the REG Committee.
	2	To ensure that staff and students consistency conform to the HTA strategies, policies and procedures.
	3	To develop a set of criteria for identifying cases that need to be referred to the REG Committee for management input or policy decisions.
Reporting Line	Research Ethics and Governance Committee	
Frequency of meetings	The Human Tissue Act (HTA) Committee will meet at least once a month or as their workload and/or the REGC may require.	
Minutes	<p>Copies of the minutes will be forwarded to the REGC.</p> <p>Minutes and papers will be held with the electronically on the HTA Sharepoint site.</p>	
Constitution	1	Manchester Metropolitan University's HTA Designated Individual (Chair)
	2	Research and Knowledge Exchange Directorate Representative
	3	Head of Technical Services
	4	Faculty of Science and Engineering Health & Safety representative
	5	Member of the Central Health and Safety team
	6	Persons designate from each represented faculty (research and teaching)
	7	Archeology Representative
	8	Academic representation from Exercise and Sports Sciences
	9	By invitation of the chair, extraordinary members to serve when necessary as consultants with specialist training and expertise.
Quorum	The quorum for the Human Tissue Act Committee is 50% of their respective total membership.	