	Title: Human Tissue Licence Review Group (Constitution & Responsibilities)	Author: G. Cockerill	Date: 2/Oct/2012
	No: SOP_GEN2	New Author: P. Madhou	Date: 1/Sept/2024
	Version: 6		Review Date March 2026




SOP_GEN2 : HUMAN TISSUE LICENCE REVIEW GROUP (CONSTITUTION AND RESPONSIBILITIES)

Disclaimer

When using this document, please ensure that the version you are using is the most up to date either by checking on the City St George's /PORTAL/HTA website for any new versions or contact the HTA coordinator to confirm the current version.

Out of date documents must not be relied upon and should be destroyed.

6	Aug 2024	City Merge, Review & formatting	PM	HTLRG
5	Sept 2023	New DI, update contacts & formatting	AS	HTLRG
5	Sept 2022	New DI, Add PD & Review	AS	HTLRG
4	July 2020	Review	AS/PL	HTLRG
3	March 2018	Reviewed & Amended (New Author)	AS	PL
3	July 2017	Reviewed and PD contact details updated	PL	HTLRG
2	Dec 2016	Update contact list	AS	PL
2	Oct 2016	New DI	AS	MF
2	March 2016	Amended Issued for use	GC	HTLRG
2	September 2013	Issued for discussion	GC	
1	November 2012	Issued for use	GC	HTLRG
0	October 2012	Issued for comment		

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1.0 Purpose/Background

1.1 This SOP describes the establishment and operation of a review group to monitor, oversee and advise City St George's, University of London activities covered by all HTA licences granted to City St George's. The Group is to be known as the Human Tissue Licence Review Group (HTLRG)

2.0 Scope

2.1 The licences that at present are awarded to City St George's and which will be subject to review by the HTLRG are:

HTA 12335 Storage of relevant material which has come from a human body for a scheduled purpose.

HTA 12330 Carrying out of an anatomical examination.

3.0 Responsibilities


3.1 The responsibility for ensuring that the HTLRG meets and carries out its work as described in this SOP rests with the Head of Governance Manager of the Joint Research and Enterprise Services, under the general direction of the Licence Holder.

4.0 Procedure

4.1 Constitution.

The HTLRG is a body constituted with the following membership:

- a. Chairman Institutional Licence Holder.
- b. Dean of Research.
- c. The Designated Individuals named on each HTA Licence held by City St George's (at present 2 individuals).
- d. 2 members of staff, to be known as Persons Designated (PD), involved in the management of storage of relevant material under the terms of Licence 12335 (Research) and 12330 (Anatomy), to be nominated by the Designated Individual for Licence and the Institutional Licence Holder, and noted with the HTA.
- e. Directors of Institutes, including IMBE (or Deputy) on a rotating basis.

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4.2 Chair

Meetings will be chaired by the Institutional Licence Holder or, in his or her absence, the Head of Research Governance of the Joint Research and Enterprise Services.

4.3 Alternates

Members of the HTLRG in categories c, d and e above may nominate alternates to attend meetings if they are unable to attend.

4.4 Quorum

The quorum for meetings of HTLRG will be 5, which must include either the Institutional Licence Holder, and both DIs to be present (or alternates).

4.5 Frequency of meetings

HTLRG will meet bi-annually. Meetings for the following year will be planned at the 2nd meeting each year and will be included in the School calendar.

Additional meetings may be arranged if necessary by agreement between the Institutional Licence Holder and DIs.

4.6 Co-opted members

HTLRG will have the power to co-opt up to three additional members.

4.7 Agenda and minutes

Agendas for meetings of HTLRG are to be agreed 2 weeks before each meeting with the Chair, and circulated, together with the minutes of the previous meeting, one week before each meeting. Minutes are to be agreed with the Chair within 2 weeks of each meeting and circulated to the members. The Chair will nominate a secretary for meetings of the Group

4.8 HTLRG Business

HTLRG will carry out the following activities in connection with all HTA licences granted to City St George's:


Review and approval of SOPs

Changes to licences or personnel named on licences

Annual independent inspection

Appointment of auditors

Receiving and considering audit reports

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Appointing co-opted members

5.0 Related documents

- 5.1 HTA Licence 12335 Storage of relevant material which has come from a human body for a scheduled purpose.
- 5.2 HTA Licence 12330 Carrying out of an anatomical examination.
- 5.3 City St George's SOP/GEN1_HTLRGv3 (Creating Standard Operating Procedures)

6.0 References


6.1 Human Tissue Authority Codes of Practice

- Consent [Codes of Practice | Human Tissue Authority \(hta.gov.uk\)](#)
- The removal, storage and disposal of human organs and tissue*
- Donation of organs, tissue and cells for transplantation*
- Post mortem examination*
- Anatomical examination*
- The removal, storage and disposal of human organs and tissue*

6.2 Directives given under the Human Tissue Act 2004, 001/2006, 002/2007 and 002/2018* ([Directions 002-2018.pdf \(hta.gov.uk\)](#))

7 Amendment of SOPs

If, in the course of applying this document, the user identifies a modification which will improve this document, please bring the suggested changes to the attention of the Person Designated (PD) so that amendments can be reviewed and implemented

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8. Contacts DIs and PDs

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	PD	Ms Lara Painter	Ext 3077	lpainter@sgul.ac.uk
Anatomy Licence	DI	Miss Georga Longhurst	Ex 5208	glonghur@sgul.ac.uk
	PD	Mr Paul Carter	Ext 5228	pcarter@sgul.ac.uk
	PD	PATHOLOGY MUSEUM Dr Carol Shiels	Ext 0729	cshiels@sgul.ac.uk