

Document 1 – Person specification for lay REC member

Criteria	Essential/ Desirable	Tested by Application form (A) or Interview (I)
Have a strong personal commitment to the interests of research participants who take part (or are asked to) in health or social care research.	E	A/I
Have a strong personal commitment to ensuring the highest standards for health and social care research.	E	I
Be able to read, understand and analyse complex issues from research proposals and weigh up conflicting opinions.	E	A/I
Be able to take an objective stance, looking at a situation from different perspectives.	E	I
Be a good communicator with a practical approach and the confidence to voice their opinions.	E	I
Be able to discuss issues with people who may not agree with them including being able to influence and listen to the views of others from a range of backgrounds.	E	A/I
Be committed to the public service values of accountability, probity, openness and equality of opportunity.	E	A/I
Be able to demonstrate an ability to contribute to the work of the REC.	E	I
Be available monthly (10 meetings per year) to attend at least 6 of the REC meetings, which could also include attendance at virtual or face-to-face Proportionate Review Sub-Committee meetings. You will also be expected to participate in Sub-Committee meetings on a rota basis.	E	I
Understand the requirement for confidentiality in issues faced by a REC.	E	I
Be willing to undertake an equivalent of at least one day of training (5 hours) per year to equip themselves to carry out the role of REC member. Also to attend induction training within the first 3-6 months of appointment and to complete online Equality and Diversity training within the first 12 months of appointment.	E	I

Live in, or close to, the geographical area served by the RES Committee.	D	A
Be IT literate to allow some REC work to be carried out electronically. It is essential for members to have access to a computer, laptop or tablet in order to be able to review applications and amendments electronically by email or via the member portal.	E	A