

Date: Friday, 23/01/26

Time: 1.30pm

To: Committee Members

At: [REDACTED]

Subject: AWERB Operations Committee

Attendees: [REDACTED]
[REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Matters arising from the previous minutes

The end date on the entry and exit Direct Observation of Procedural Skills (DOPS) and Standard Operating Procedures (SOPs) for the induction process is set at 20 years. It was mentioned in the previous meeting that this would be looked at and reset. This is still being looked at to find a date that will suit everyone. The Named Animal Care and Welfare Officers (NACWOs) in this meeting would like it to stay at 20 years.

The HR24 form for new starters has a lot of links that do not work. It is a central form, so [REDACTED] has raised it with central HR to be updated.

[REDACTED] has sent out the lists of people that completed the Train the Trainer course but not completed the DOPS to each NACWO.

It was clarified that the surgical table that was mentioned in the audit response letter was from the [REDACTED] not from [REDACTED].

2. Establishment Licence Holder Report/Update

Four pre-action letters have been received. There are 30 actions in the letters for which we need to send updates to the Home Office.

3. Training and Competencies

There was clarification on a point from previous minutes that said that trainers and assessors need to make sure their records are up to date before they carry out any training or assessment. You do not need to be competent in a technique to assess in it. You do need to be competent to train in a technique.

There was a request for people to keep their own Schedule 1 competencies up to date. Those competencies form the Schedule 1 register so if you're not endorsed on your record or do not have an in-date competency you will not be on the Schedule 1 register.

The Training and Competency Supervisor role is currently being advertised. The closing date is the 29th of January.

There is now a resources tab on the Training Centre webpage. On it you can find flowcharts, FAQs and slides from the Training and Assessment Webinar. Let the Training Centre know if there is anything you would like to see on there.

██████████ sent out an email today with regards to looking at the potential for combining some introductory DOPS for researchers. This is for rodents and the aim is to combine some DOPS into one document to make it a bit quicker to sign off. This has come from feedback from researchers.

Any feedback would be appreciated.

It was felt it would be difficult to combine DOPS for marmosets.

4. What is happening in your unit?

There is still refurbishment work underway at the ██████████. They keep running into problems with the ventilation. There is a project to convert to LED lights. The existing lighting system will be taken out and replaced upstairs; the lower floor has been redone. It has been requested that critical rooms are done and non-critical rooms are left on the old system. The fire alarm system will be updated around March time. Battery detectors will be installed.

There was a problem, that was mainly in ██████████, that has affected the mains power and caused a failure of the BMS system in the ██████████, amongst other issues. A non-compliance report is currently being written about the issues.

The ██████████ system doesn't call the fire brigade. ██████████ will look into this.

██████████ have now moved to ██████████. There are 12 cages left in the ██████████ until the end of February. The University staff at ██████████ will be staying for the time being and ██████████ will be happy to cover as NACWO in the ██████████ facility.

██████████ keep getting faults on their fire alarm system but have been told that there will be a wait to have their system updated. ██████████ will be coming at the beginning of February to sort the aviaries and add hangers. Rooms 12 and 13 were put back on the Establishment Licence. ██████████ are in talks with the ██████████ about the finch work and there will be a conversation with ██████████ about adding them to MCMS.

The Senior Researcher that was going to be looking after the magpies is leaving at the end of February. There is a replacement coming who, with other members of staff, will be looking for nests around Cambridgeshire. There are no risk assessments in place currently. ██████████ knows someone who can possibly help collect the chicks if needed.

There needs to be some consideration about how they will be housed if there are not equal numbers of male and females.

██████████ has been on ██████████ and ██████████ recently talking about the birds and will be on ██████████ in the near future talking about cuttlefish.

Actions: ██████ to look into ██████ fire alarm not contacting the fire brigade.

5. Overview of SC18s

The report was circulated prior to the meeting.

The top five SC18s were similar reasons to every month. PPL constraints have been exceeded were at the highest number of submissions in November. However, ██████████ explained that doesn't always result in something significant, it might just be a minor change to the project licence, and it is not a compliance issue.

This was ██████████ last meeting as he is retiring.

6. Biofacility Infrastructure

██████████ is planning on moving from the ██████████ to the ██████████. They are hoping to add it to the Establishment Licence. ██████████ has been advising them and has mentioned water quality as it is an old building and there are a lot of things that haven't been considered yet. There is a committee and it was suggested that ██████████ is involved. There is a concern that University Biomedical Services (UBS) do not have more involvement in this.

7. Health and Safety (RAs, COSHH)

There is an audit the week after next in the ██████████ and ██████████. Part of the audit is to draw up some objectives which will be shared with everyone in the department when they are finalised. The next Health and Safety meeting will be on 5th March.

8. Any other business

The classification of the animal bedding waste has been changed which means ██████████ won't be collecting waste anymore. ██████████ will now be taking away the A & B bins for incineration from March. There was a concern that ██████████ don't collect from ██████████. ██████████ will be looking at collection points with someone from ██████████.

Date of next meeting: 20th February 2026, Group 2