

## Minutes

**Date** Friday, 13/09/2019  
**Time** 2pm  
**To** Committee Members  
**At** [REDACTED]  
**Subject** AWERB Operations Committee

### Attendees:

[REDACTED]

### Apologies:

[REDACTED]

### Mentioned within text:

#### 1. Minutes

The minutes from the meeting held on Friday 19<sup>th</sup> July were approved

#### 2. Matters arising

[REDACTED] enquired about [REDACTED] query from the previous meeting

#### 3. Establishment Licence Holder Report

Non-compliance – issues raised regarding animals being in non-designated areas, [REDACTED] will be checking procedures and implementing them for future prevention. [REDACTED] suggested labelling rooms as designated and non-designated to help prevent any future confusion. [REDACTED] agreed this would be useful.

First licences on ASPeL coming back. Feedback is that licensees are not reading the questions and are trying to copy and paste. [REDACTED] asked for feedback on protocols and adverse effects from [REDACTED]. [REDACTED] suggested meeting in October to run through template PPL on the new system. Chrome is the only browser which should be used. Home Office IT came to [REDACTED] to discuss PIL review system on ASPeL. [REDACTED] expressed concern for only one person being able to see each application. [REDACTED] advised that the HO are working on extra permissions. [REDACTED] encouraged [REDACTED] to use and explore the system. [REDACTED] credited [REDACTED]. HO are working alongside the [REDACTED] for help with improvements.

The new manager for the [REDACTED] has been selected. Currently waiting for acceptance of offer from the external candidate. [REDACTED] praised the [REDACTED] regarding allowing the use of our buildings by



external organisations and explained that this kind of engagement will only strengthen the [REDACTED] position and finances. [REDACTED] is starting to work with the [REDACTED]. [REDACTED] & [REDACTED] are happy to speak to anyone with any concerns. [REDACTED] explained that his first concern is compliance, they will have to work to [REDACTED]. [REDACTED] thinks the [REDACTED] can learn from other systems and benefit from them being at the [REDACTED]. [REDACTED] informed everyone that there has been no involvement in pre discussions with regards to the closure of [REDACTED]. [REDACTED] encouraged sensitivity when speaking with colleagues. Please bring any concerns to [REDACTED] or [REDACTED].

#### 4. NACWO Reports

No inspector visits have taken place in the past month. [REDACTED] is becoming principal inspector. [REDACTED] expressed concerns towards [REDACTED]. Can't guarantee heating in the building. ¾ of boilers have failed and recent refurbishments have been to a terrible standard. [REDACTED] & [REDACTED] are aware of the boiler issues and there are ongoing discussions taking place regarding the service received by [REDACTED]. One option is to manage our own estate with a separate budget. [REDACTED] said he can escalate issues to the [REDACTED] to prioritise issues as compliance problems. Agreement is that there will be 4 working boilers by next Friday. [REDACTED] enquired as to whose responsibility it is to call [REDACTED] for maintenance. [REDACTED] is undergoing fundamental review.

[REDACTED] queried the experience of study plans on [REDACTED]. Only species not using [REDACTED] need a separately allocated number. [REDACTED] do not need separate numbers. [REDACTED] had positive feedback on the study plan process. [REDACTED] confirmed that the template can be changed to work better for [REDACTED].

#### 5. Directors Report

[REDACTED] has heard nothing from [REDACTED] regarding [REDACTED] PIL review. [REDACTED] has given deadline for correspondence before the licence is revoked. HO seeking further advise about 5 PiL holders who cannot be traced.

[REDACTED] – [REDACTED] will be leaving at the end of the month. [REDACTED] will be returning. [REDACTED] will be taking on the [REDACTED]. [REDACTED] will have [REDACTED], [REDACTED] & [REDACTED]. All [REDACTED] are [REDACTED] members and can have members discount on prices to attend conferences. [REDACTED] is working on securing places. [REDACTED] mentioned to the committee [REDACTED] raised the topic from the previous meeting of her request for information about animals being moved between units to other schedule 1 rooms. There has been no feedback received. [REDACTED] has put together a questionnaire which will be sent to everyone, please can this be completed and returned.

#### 6. NVS Report

[REDACTED] said variability in standard condition 18 reports, and [REDACTED] should encourage licencees read the guidance. PPL holder is responsible for the reports. Central record is now being kept and particularly high groups are being taken to the AWERB meetings. [REDACTED] queried if a report is needed if a death isn't related to science.

#### 7. Training Centre Manager's Report

Nominated Assessors Course – 25<sup>th</sup> February 2020

Train the Trainer – 29<sup>th</sup> January 2020



██████████ course being worked on and will be held before Christmas. ██████████ are to check that staff are on ██████████. The system is being shut down from 16<sup>th</sup> September. Some units haven't got anyone on the system. New DOPs are available through ██████████, any being used in units should be on ██████████ templates. A couple of ██████████ are still to produce handling DOPs for specific species. It was queried if anyone has submitted ██████████ funding? ██████████ informed the committee that there is a change of funding process. There is a Service Tech course 18<sup>th</sup> November 2019. Some promotional material is coming & study skills sessions are being held next week.

#### **8. 3Rs/Outreach/Openness/Report**

3Rs committee having ██████████ coming to talk about experimental design. ██████████ has been appointed and will start January 2020.

#### **9. Any other business**

██████████ informed the committee that the ██████████ will have a tag centre for ██████████ and genotype service collected twice a week through ██████████. Other units can use it. ██████████ currently arranging a meeting/presentation for users. SOP process continuing led by ██████████ any new ones are to be sent to ██████████. ██████████ has been speaking with the ██████████. Nothing more needs to be done at the moment but a ██████████ working group is being set up. Pay rise has been implemented for all staff across the University back paid to August and the USS pension contribution has gone up by 1%. ██████████ thanked non-reg submissions. AWERB report next month.

#### **10. Discussion Topic/Presentation**

**Date of next meeting:** Friday 18<sup>th</sup> October