

Minutes

Date Friday, 16/08/2019
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 19th July were agreed after some minor amendments.

2. Matters arising

None

3. Establishment Licence Holder Report

The new ASPeL is now live. [REDACTED] asked if everyone is comfortable using the new system. The HO will not be producing any guidance for it as they feel it is very intuitive. The HO have requested that they be emailed with any updates. [REDACTED] also asked that everyone contact the [REDACTED] office should they need any help with the new system. The old ASPeL will cease to exist at the end of August.

[REDACTED] thinks this is going to be a much better service once it has settled in.

[REDACTED] There has been a review of animals being transported between units & [REDACTED] has updated the SOP. There needs to be a discussion regarding staff walking animals between units in the evening.

[REDACTED] asked what the risks may be. Are staff aware it should always be 2 members of staff to transport animals? [REDACTED] requested information on the process when this happens and asked if the [REDACTED] are aware of what is happening. [REDACTED] said transport spot checks should be done at least twice a year to ensure they system is robust. [REDACTED] mentioned everyone needs to ensure they are aware of their responsibilities under the Act and adhere to them.



█ discussed an email he has received from a researcher complaining how long █ is taking to enter their procedures. Can everyone feedback to their teams to contact █ for any assistance. █ recognised that the training team are working extremely hard to keep improving █.

4. NACWO Reports

None.

5. Directors Report

█ informed the committee that he has a couple of candidates for the █ training. If anyone else has anyone suitable could they please let █ know?

█ discussed a recent meeting that took place with █ and said that they are not aware of some repairs that need doing. █ requested that staff continue to report maintenance issues as █ are keen to keep on top of things. █ noted that recently all the actuators had to be replaced in her unit and she found out they only have a 10 year guarantee. █ asked who is responsible for checking this information. █ offered to find out who is responsible for the servicing of the actuators.

█ informed the committee to be aware that new PPL applications have been coming through on the old and new format. █ also discussed that the new system is making the applications a lot longer but ASPeL are hoping to reduce their length over time. █ advised that if you receive an application try to concentrate on the areas relevant to you rather than reading the entire document. The HO are working on guidance documents.

█ asked if anyone has any surplus controlled drugs in their units and if they find any to let █ know as she has a number for someone at █ who will come and collect them to dispose of them.

█ asked if the PIL application process will be changing and could the applications go straight from the █ to █ licencing?

█ discussed the issues █ Licencing have been facing regarding █ and the review of his PIL. █ recommended that an email be sent to █ informing █ that if █ doesn't reply █ licence will be revoked. █ to send this email after her return from annual leave.

█ informed the committee that all █-relevant policies are being pulled together and will be sent out soon as a refresher for everyone.

█ noted that from the 1st August 2019 the real living wage took effect within the █. This means that the minimum wage the █ now pays will be £10 per hour. █ will now only be processing car park applications that have forms filled in correctly.

6. NVS Report

█ advised the committee that there should be a minimum of basic drugs in each animal unit and to please ensure you have these in stock. Please check dates on drugs and make a note of disposal date required after opening them. █ advised that the █ can discuss with facilities what drugs they should have in stock.

7. Training Centre Manager's Report



None

8. 3Rs/Outreach/Openness/Report

█ have a bursary for £1000 award for people to attend █ 2020 in █. Techs need to send in a paper detailing what their █ role is. █ asked if anyone has staff interested in entering a poster for the poster presentation for █?

█ raised the topic of █ involvement in PPL applications, especially in the refinement section of the applications. Please encourage the applicants to put in as much detail as possible when filling out their applications.

9. Any other business

█ asked for staff flexibility in the animal units during the 2 weeks before October 31st 2019 and 1 week after as there is the possibility of disruptions to supplier's delivery times. Please arrange who will deputise in your absence if you are on A/L.

█ asked if we should continue to pay for █ membership or would people like to be removed from the membership list? It was agreed by the committee that we would keep it.

10. Discussion Topic/Presentation

None

Date of next meeting: Friday 13th September