



**Date** Friday, 18/12/2020

**Time** 1.30pm

**To** Committee Members

**At** Held virtually using MS Teams

**Subject** AWERB Operations Committee

**Attendees:**

**Apologies:**

**Mentioned within text:**

**1. Minutes**

The minutes from the meeting held on 20<sup>th</sup> November 2020 were approved.

**2. Matters arising**

None

**3. Establishment Licence Holder Report**

█ reported on the first Standard Condition 16 report. Clear guidance has been received from █. █ informed the committee of the Standard Condition 18 reports received since the last meeting. The use of Tamoxifen was discussed. █ noted that using the MCMS database has helped with monitoring.

**4. NACWO Reports**

█ noted that he feels MS Teams is not the best environment for bouncing ideas around and therefore will not be critical of anyone not wanting to raise any issues at this meeting. █ stated the University will be moving towards guidelines about what meetings are suitable to remain virtually and which will be better to have in person. The University now sees the working arrangements of administration and support has changed forever so there is no concept in the University's high level management that the way of working will return to the way it was. There are current estimates that overall within UAS, particularly administrative support, there will be a 40% reduction in numbers of people coming in to the office at any one time to benefit tidal flows of traffic. Currently, flexible working is something which has to be requested but there will be a move towards it being agreed with your line manager what work needs to be done and the best way to do that work. █ is keen to keep meetings online where they are working well. █ agreed virtual AWERB have been a success. The NACWOs were asked to consider which meetings they feel would work best online and which would be better face to face.

█ noted that his facility has surplus equipment and suggested a database to detail surplus and multi user items. █ has a list which he will update and share on the K: Drive. It was suggested the NACWOs make a note of any surplus equipment in their facility.

## **5. Director and Deputy Director Reports**

■ announced that everyone should have received an e voucher in their email inbox. The voucher needs to be registered for within 1 year but can be used within 10 years.

■ thanked everyone who has been directing licences centrally through the UBS office. She asked for the Personal Licence documents on the website to not be used until they have been updated in the New Year. The licencing team should be made aware of anyone new starting at the University so the correct advice can be given.

■ reported there are 20 desktop computers available and will be distributed on a first come, first serve basis. ■ suggested the Training Centre acquires some for the student library. ■ requested any with webcams for the UBS office so they can be used for delivering remote training.

## **6. NVS Reports**

■ made the committee aware of an issue purchasing 1ml syringes. ■ can be contacted regarding supply shortages.

The BBC have produced a 2 minute video titled "How does a vaccine get approved?" and it details the use of animals in its process. <https://www.bbc.co.uk/news/av/health-55281633>

It was noted that ■ is out of hospital and recovering well after her operation.

## **7. Training Centre Manager Report**

The second NACWO Course, first virtually, has taken place and went well. A Nominated Assessors course and Train the Trainer course have also been held. Dates for the next few courses are available on the Training Centre pages of the UBS website.

Moving in to 2021 the way the PIL Course will be presented is changing. Access to the pre-course notes will be given for the first 2 weeks of the month, live sessions will be held in the 3<sup>rd</sup> week and the exams will be held in the 4<sup>th</sup> week.

■ reminded the committee that all Camtral enquires should be sent to ■ or ■

■ commended ■ and the Training Centre for keeping the training courses running and developing them during this time.

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

■ reported on the Home Office Inspector visits which have taken place since the last meeting. ■ has discussed the transport of animals throughout the University with ■ and reported that the Transport Policy review has been signed off by ■. ■ noted that ■ made a pre designation visit to the basement of the ■, she was happy that the fabric of the facility is as it should be and will be returning for a designation visit on 20<sup>th</sup> January.

The LASA online meeting dates have been circulated. There is also a useful meeting calendar provided in the Norecopa newsletter.

## **9. Any other business**

■ indicated that it is highly likely the country will be put in to another lockdown after the relaxation of restrictions at Christmas. The University is to continue working as it already is. The production and supply of the vaccine is currently going well. ■ commended everyone at UBS for doing so well during this difficult time and wished everyone an enjoyable, well deserved break.

■ thanked those who have been a part of the project support teams and AWERB.

■ thanked everyone who has helped with training.

**Date of next meeting:** Friday 22<sup>nd</sup> January 2021