



**Date** Friday, 24/01/2020

**Time** 1.30pm

**To** Committee Members

**At** Meeting Room, 1<sup>st</sup> Floor, Greenwich House

**Subject** AWERB Operations Committee

**Attendees:**

[Redacted]

**Apologies:**

[Redacted]

**Mentioned within text:**

[Redacted]

**1. Minutes**

The minutes were approved.

**2. Matters arising**

The next termly meetings will be arranged by [Redacted] as they will be based on Health and Safety. He welcomed any suggestions for subjects to be discussed.

**3. Establishment Licence Holder Report**

It was reported that one group have produced a number of Standard Condition 18 reports and their work ethic has been questioned. Despite being asked by the Home Office Inspector not to carry out any more irradiations, they have continued to do so. A third non-compliance has occurred in [Redacted] group. Meetings have taken place to see what improvements can be made.

**4. NACWO Reports**

[Redacted] asked for the user group meetings to be set for the next 12 months and the UBS administrative team informed of the finalised dates. It was requested that all user group meetings take place by 15<sup>th</sup> May to allow writing up time. The benefits of the user groups will be discussed at the next FOM meeting. Non-regulated procedure forms should be sent to a vet and the UBS HO Licencing email inbox. The form is being reviewed and the current draft will be circulated. The non-regulated procedure form, overseas working application form, Overseas Working Policy and Welfare Policy will be seen by the AWERB committee in February. Feedback is welcome and should be received by the beginning of March. It was queried whether the non-regulated procedure forms can be entered onto the MCMS database. This is in progress, but the current process is to be followed for now. The current process for filling in non-regulated procedure forms was discussed. [Redacted] will write some guidance which will be circulated with the amended form.

[Redacted] asked for clarification on charging. Anything which means the technician is going above and beyond for more than approximately 20 minutes should be charged for but [Redacted] will release a clarification statement in April.

## 5. Directors Reports

█ asked for ideal days for █ to meet the NACWOs. It was agreed Tuesdays or Thursdays.

The committee were informed of an incident where an outside contractor had an accident at █. The NACWOs were asked to check that RAMS are being followed and that the contractors are providing risk assessments. █ confirmed that any contracts arranged by █ should already have RAMS in place and the NACWOs have the authority to send workers away if this is not the case.

It was noted that an online system is being implemented for accident and incident forms. Training will take place for departmental Safety Officers.

█ made the committee aware of a hostile reconnaissance on the █. Someone has been making notes of the cameras and access points. A member of UBS has also been approached and offered money for their access card.

On 16<sup>th</sup> – 23<sup>rd</sup> February, Extinction Rebellion plan on shutting down Cambridge, restricting road access and occupying buildings, possibly including █. NACWOs were encouraged to consider communication routes to researchers and to be mindful of staff lateness.

█ asked for a reply to his email regarding consumables so a price list can be produced.

It was confirmed that █ will be working full time by the end of February. █

█ will circulate a list of vets and the units they will be covering. This list is likely to keep changing to reflect the opening and closing of units. The Establishment Licence will also be updated.

█ confirmed that work on the PPL spreadsheet previously disseminated to the committee is ongoing. For enquiries regarding Project Support Teams, contact █ or █. Spreadsheets for tracking Project Licences will be available on the UBS website under the PPL Holder section. Although they cannot be amended, they are updated weekly.

█ noted that Personal Licences can now be transferred between establishments and do not need to be revoked. It was requested that the registration form is still used so we can obtain billing information. If licences are transferred before the 1<sup>st</sup> April, they will be charged at both establishments.

█ thanks █, █ and █ for their hard work on Camtral.

█ asked for volunteers to take work experience students from 24<sup>th</sup> – 28<sup>th</sup> February and 18<sup>th</sup> – 22<sup>nd</sup> May.

█ will be looking into health screening later in the year. He asked the committee if there was any interest in hearing █ present to them. It was agreed that the offer would be declined until health monitoring it is out for tender.

## 6. NVS Reports

█ asked, to ensure continuity of care of the animals, can the vet be informed of details regarding any weekend or out of hours visits to their unit made by another vet.

█ welcomed █ back to the committee.

## 7. Training Centre Manager's Report

█ informed the committee that almost everyone is on Camtral but asked for NACWOs help to keep on top of it. Competencies are starting to expire so people will need reassessing. The Training Centre have no way of knowing if people leave so she asked to be made aware when possible.

The aim for 2020 is to have all the technicians assessed against DOPS. █ is able to help with these. █ have noticed that some DOPS need to be amended. █ advised that █ should be contacted.

█ would like █ to visit all facilities and should be training as █ was.

From 1<sup>st</sup> April, the IAT registration fees are to be charged to UBS again. Students should still register online. PPD money will not cover registration fees.

It was noted that there are low numbers of students attending the IAT classes. The NACWOs were asked to encourage technicians to register for the class based courses. There is a possibility for teaching at the █ but discussions are still to be had.

█ asked for donations of out of date suture material. These will be given out in packs to Module 22 students to practice suturing after they've attended the course. It was also suggested that cotton and fishing line can be used.

The first NACWO course will be held on 27<sup>th</sup> and 28<sup>th</sup> January. The next Service Tech course will be held on 16<sup>th</sup> March and the next Train the Trainer course will be on 20<sup>th</sup> May. The next Nominated Assessors courses will be held on 25<sup>th</sup> – 27<sup>th</sup> February and 9<sup>th</sup> – 11<sup>th</sup> June.

█ is currently putting together an Introduction to Necropsy course. The first one will be held on 6<sup>th</sup> March. █ is also working on an Advanced Necropsy course.

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

The Colony Management Group are currently organising an Embryo Transfer workshop due to be held in February or March.

The Science Festival will be held on 14<sup>th</sup> March. █ asked for technicians and researchers to be encouraged to help on the stand.

The CamTechCare is being replaced with a monthly UBS bulletin. These will feature pieces on each of the biofacilities.

█ reported on recent Home Office Inspector visits and advised there will be spot checks which will include cage labels.

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

It was confirmed that █ is the Home Inspector for █, █, █ and █ and █ is the Inspector for the rest of the University and █. █ is the Inspector for █ and █ is the Inspector for █.

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

None

**Date of next meeting:** Friday 21<sup>st</sup> February 2020