



Date Friday, 25/06/2021

Time 1.30pm

To Committee Members

At Held virtually using MS Teams

Subject AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Minutes: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The minutes from the meeting held on 21st May 2021 were approved.

2. Matters arising

None

3. Establishment Licence Holder Report

The Home Office is currently going through a transformation process. [REDACTED] noted that he is supportive of the changes being made. A transitional period will start on 5th July when the key changes are implemented. There will be a brand new operating model. There will no longer be allocated HO Inspectors or Single Point of Contact. Instead, there will be a dedicated central HO team and initial contact will always be by email. Standard Condition 18 and other reports will also be submitted to a dedicated inbox. Licencing tasks will be shared and allocated to the next available inspector, known as a taxi rank system. Response times are expected to become quicker. There will be the ability to have urgent matters prioritised by writing "urgent" in the email subject. The concept of the inspections which the university currently receive will be replaced by audit activities. Pilot audits will take place and the process will be defined over the coming months. The HO has committed to providing guidance and are aware that the advice, Codes of Practice and HO website all need improvement. The inboxes have not yet been shared and it is unclear whether CJSM will be used. There will be no central telephone numbers. Concerns and feedback can be raised and passed on to the HO via plenty of channels, including through MV. If an animal needs to be kept and the HO need to make that decision, during weekdays an email should be sent marked "urgent". At the weekend the decision can be made by the NVS and the incident should be reported to the HO. The approval of licences will remain with the HO in a 'taxi rank' system and the Act will remain the same.

It was noted that the new agenda point 8 is not the place to report a requirement for staff. [REDACTED] and [REDACTED] should still be contacted regarding those matters. The new agenda point should be more about operational issues.

4. Licencing update; SC18; legislation; welfare issues; Home Office inspections

There has been focus groups taking place to define the ROP process using the MCMS database. [REDACTED] has trialled the new form on ASPEL and reported that it was really easy to use.

■ informed the committee of the Standard Condition 18 reports submitted since the previous meeting. There have been 4 mouse restraint issues and ■ queried whether these were due to the strain. It was confirmed that training of the group is up to date and competent. Investigations are ongoing. No HOI visits have taken place since the previous meeting. ■ will be emailing licence holders regarding the ongoing ASRU changes.

5. Non-regulated procedures

It was queried whether the AOC meeting is the best place to review the non-regulated procedure requests. It was suggested that these only need to be discussed by this committee if there are any which are deemed contentious. Currently the requests are approved by the NACWO and NVS for the facility. ■ confirmed that the requests should be reported to the committee with only the concerns being raised. ■ confirmed that the request by ■ has already been approved by AWERB but an extra objective has been added at the time of renewal. The request by ■ has also previously been approved by AWERB and is just adding 2 species.

6. Discussion of animal production, care and use; animal accommodation; animal health issues; animal models; animal transport; health screening

Discussions have taken place at the ■ regarding the use of Complete Freund's Adjuvant. The group using it at ■ have been put in touch with ■ to refine their processes. Those more experienced users have since moved on leaving the group less skilled. ■ noted that the group are unsure on how to move forward. The group have committed to using an SOP and maintaining their skills. The AWERB 3Rs committee have been working on a CFA guidance document. ■ confirmed that DOPS are being added to the MCMS database. SOPs and other guidance can also be uploaded.

7. Good practice; training and competencies

■ is in communication with ■ regarding confusion over funding for IAT courses. The end of the IAT year is approaching, there will be a change of syllabus from September. The Training Centre will be working on revamping the HO courses during the August teaching break. The next Train the Trainer courses are running in September and January. The Nominated Assessors course will run in October and January. Dates for the Service Technician course will be circulated next week. The next NACWO course will run in August. ■ asked if any of the facilities could take an external HO course student for a practical handling assessment, ■ agreed to help.

8. Staffing; management and operation processes

■ queried why the university has not got any bank staff. It was reported that there have been issues around the recruitment process. ■ confirmed there have been a low amount of successful candidates. ■ confirmed the Training Centre are moving forward with apprenticeships which might bring more applicants in. ■ suggested the whole recruitment process should be reviewed to offer a more flexible system. This can be discussed at the next director's meeting. ■ reported on upcoming role changes within UBS. ■ role will no longer include NIO duties, this is becoming a separate role which is currently being advertised.

9. 3Rs; rehoming; outreach and openness

■ noted the first guinea pigs are being rehomed by ■. More homes are needed for hamsters and guinea pigs. An updated rehoming poster was shared and NACWOs were asked to put this up in the facilities. ■ will be producing a poster to outline the whole rehoming process using COVID research animals. ■ suggested liaising with ■ to put together something for the university's COVID web page. ■ asked ■ to thank his team who have been working towards the animals being rehomed. The 3Rs committee have re-ignited a discussion on surgical vs non surgical embryo transfer. ■ suggested holding a previously organised symposium on the topic. ■ asked for ■ to be included in discussions.

The 3Rs committee will be providing a repository of guidance which is to include documents on CFA and the re-use of needles. Information on the re-use of needles has been added to the UBS website.

The annual Concordat review has been completed. The Non-Technical Summaries are in the process of being updated on UBS website to include the Project title information. This will be a positive for the next Concordat review.

10. Any other business

█ noted that an email will be circulated with details of the UBS summer BBQ. This will take place at █ on 20th August subject to government and university guidance.

Due to an increase in positive cases in Cambridge, █ asked for everyone to maintain social distancing and stick to the government recommendations. There is approximately a 50% increase day on day for positive cases among the student population. There has also been an increase in cases among university staff but transmission is occurring outside of the workplace.

Date of next meeting: Friday 23rd July 2021