



Date Friday, 26/03/2021

Time 1.30pm

To Committee Members

At Held virtually using MS Teams

Subject AWERB Operations Committee

Attendees: [REDACTED]

Apologies: [REDACTED]

Mentioned within text: [REDACTED]

1. Minutes

The minutes from the meeting held on 26th February 2021 were approved.

2. Matters arising

None

3. Establishment Licence Holder Report

Researchers have been asked to inform the Home Office immediately of any suspected Standard Condition 18s and to submit their forms once further information has been gathered. These are currently sent via the CJSM secure mailing system. [REDACTED] has been asked to look in to whether or not the University's email system is adequately secure as an alternative.

[REDACTED] commented on the SC18 reports that have been received since the last meeting. The NACWOs were asked to keep an eye on researchers with regards to IP injections and the use of Tamoxifen as issues are still occurring. It is unclear why an increase in SC18 reports have been received, this may be from the Home Office encouraging self-reporting.

Following on from the most recent CAM, the Home Office have carried out their interviews and have submitted a report to the compliance team.

It is unlikely the undergraduate students will be returning for the Easter term, in part to be fair to the restrictions on international students. It is likely the students will return for the Michaelmas term.

The university has evolved its position on returning to the workplace. For administrative roles, the most productive ways of working should be taken in to account. There is an expectation that the working spaces within the university will be safe. Further information will be circulated once it has been finalised.

No positive Covid-19 results have submitted from student testing. Asymptomatic testing will continue even when [REDACTED] stop hosting the lighthouse facility. The university's Covid-19 figures are lower than in the community.

4. NACWO Reports

[REDACTED] asked if anyone has been experiencing problems with NSG mice. No one else on the committee noted any problems. [REDACTED] have recently presented on issues they have been noticing. [REDACTED] has observed some of the animals and has been working on ways they can be monitored. Implications to studies are also being considered. [REDACTED] has spoken with [REDACTED] and [REDACTED] who would like to present to researchers to

showcase alternative models to NSG mice which don't experience the same problems. ■ asked if anyone else would be interested taking part.

5. Director and Deputy Director Reports

■ noted the continuous high workload with Project Licences.

■ asked for any Personal Licence revoke forms to be sent in as soon as possible.

Licence transfers are set up ready to be transferred on 1st April.

■ was welcomed to the administrative team, she will be helping with licences.

A health and safety committee meeting took place recently and ■ asked biofacility managers to raise the profile of health and safety in the facilities. Inspections should take place and be reported back to the UBS safety committee. A health and safety dialogue should also be taking place with the users at the user group meetings. ■ noted that if managers need any extra training or support to let him know.

■ reported that Congress went well. Papers are still available on the website and people can still register to view them until end of April. The IAT have a new database where you can amend your own records and find out your membership number. ■ will circulate instructions.

■ asked if the technicians and administrative staff would receive chocolate like they usually do in Tech Month.

■ noted the university's poor attendance at Congress. Everyone should be encouraged to expand their CPD. ■ has previously raised the same problem but is unsure how to improve the numbers. ■ encouraged managers to let their staff know that there is an expectation to complete CPD. ■ queried how many people are aware of the CPD budget. ■ confirmed all ■ staff at the ■ took part. ■ confirmed technicians were reluctant to put any time in out of hours. Some training is scheduled at lunch time but that requires staff to give up their breaks to attend. ■ reported that ■ and ■ have been attending webinars in their own time and reporting back in team meetings.

■ asked for new interview questions.

■ has been confirmed as the new facility manager at the ■. ■ confirmed the change has been made on the Establishment Licence and ■ is covering at ■.

6. NVS Reports

None

7. Training Centre Manager Report

Everyone at ■ were thanked for their help and patience while the Training Centre have worked through the PIL Course exams. ■ asked ■ if there was an update regarding the return to ■. In the coming weeks, policies and communications will be circulated as part of the return to workplace guidance documents. It will clarify that ■ can be used with Covid secure measures in place. The return is likely to be mid to late April.

NACWOs were asked to put together an up to date list of accredited or nominated trainers and assessors for their facility.

8. NICSO Report – 3Rs/Outreach/Openness

■ asked if anyone has the ability and facility space to hold ferrets. ■ offered, ■ will put them in touch.

■ also reported on GDPR issues. He asked if managers could circulate an email to IAT members so they can get in touch with the IAT to provide their email address. There is a prize draw incentive.

■ will circulate a paper on scruffing techniques.

■ noted that both UBS and the Research Communications group are updating their websites. Some of the NACWOs will be contacted and asked to provide updated information. Any suggestions for website content should be sent to ■.

The Concordat award is due for renewal in March 2022. ■ will be working with the communications team to put information forward.

9. Any other business

None

Date of next meeting: Friday 23rd April 2021