



Date Friday, 26/06/2020

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 22nd May 2020 were approved.

2. Matters arising

None.

3. Establishment Licence Holder Report

More new PPL applications have been received than expected. A lot of the [REDACTED] applications have now been processed and progress is being made with the new people joining the [REDACTED]. It is not clear if the increase in licence applications will translate into an increase in animal research.

The virtual AWERB meetings are working very well despite being larger meetings and taking place more often. Praise has been given for the smooth running of the meetings by the PPL holders. A blended approach will be taken when AWERB meetings return to taking place at [REDACTED]. Some people will still join virtually as it is a better use of time for those not based at [REDACTED]. It was noted that, for those who can, blended working will become the new normal. [REDACTED] thanked all those who have provided comments on licences in a timely manner.

UBS have received positive feedback and praise for its resilience during the pandemic.

[REDACTED] has been updating the Establishment Licence schedule of premises and will require the assistance of the NACWOs.

4. NACWO Reports

None.

5. Directors Reports

[REDACTED] thanked everyone for facilitating the researcher's return.

The academics are returning on Monday 29th June and currently no complaints have been received.

[REDACTED] urged NACWOs to contact him with any concerns or problems with PPE. FP3 masks are getting scarcer and airflow hoods have been provided.

During the University's employment freeze, UBS is still only internally recruiting.

Queens College have cancelled the UBS summer BBQ. Options for alternative refreshments to be delivered to all staff is being looked into. [REDACTED] asked for ideas to be sent to him.

No compliance issues have been reported during the lockdown period.

██████████ has been having meetings with the NVSs. The Directors will be providing comments for a report to be sent to ██████████.

██████████ is starting a phased return to work. She will start virtual inspections and handling licences again.

██████████ asked for clarification on face coverings. There is already a University policy available on the central website. Personal Protective Equipment (FFP2, FFP3 etc.) continue to be used where a risk assessment shows that they are required. Face coverings are not mandatory but individuals are entitled to wear one. Departments have the choice to make everyone wear one, for example, for training.

██████████ asked when the Transport Policy would be finalised. ██████████ and ██████████ are due to complete a risk assessment for it.

██████████ enquired about which form should be used for IAT funding. It was confirmed that an email should be sent to the Training Centre with the student and course details while the current form is being updated. ██████████ confirmed the form should include specific wording for if a student leave the University's employment.

██████████ informed the committee that an email will be sent by ██████████ to inform all licence holders of the new PIL process. All applications will now be sent through the UBS central office. The Training Centre should be contacted regarding training enquiries and the licencing team should be contacted for new licences, amendments, reviews and transfers.

██████████ noted that there are some outstanding PIL reviews who are UBS staff. Unit managers will be copied into emails sent to the licence holders. The advice is to remove species or categories not being used on each licence. 160 new reviews have been received from the Home Office. ██████████ has the ability to revoke Personal Licences if people cannot be traced. In this circumstance, a letter is sent to give 28 days notice that the licence will be revoked.

6. NVS Reports

██████████ has been able to return to the units and has visited ██████████ and is performing pre-AWERB checks following PST drafting.

7. Training Centre Manager's Report

The NACWO Course has now been accredited by the IAT. The Training Centre are working on making this available online by the end of the summer.

The Nominated Assessors course is nearly ready. ██████████ was commended on completing this.

The NACWOs who are writing notes for the species specific lectures were asked to finish them by the end of June.

83 people are registered for the online PIL Course, ██████████ will be contacting people to arrange exam invigilation.

██████████ will be returning from maternity leave in August. This also means ██████████ will be returning to her role at ██████████. ██████████ has a leaving card and collection for ██████████ if anyone would like to send a message or money to put in it.

8. 3Rs/Outreach/Openness/Report

The IAT have sent an update on the mechanisms for coping with change, this is backed up by Norecopa "Be PREPARED". The Norecopa website has useful resources at the bottom of the page.

██████████ and ██████████ attended a virtual Science Festival meeting. The Science Festival in 2021 will remain largely virtual with occasional pop ups. Titles for the Science Festival will be announced and they will remain in place for all future festivals. The Science Festival team have discussed putting forward some virtual facility tours.

No further Home Office Inspections have taken place since the last meeting.

No Standard Condition 18 reports have been received in the past month.

The Concordat Survey was completed and submitted in time.

9. Any other business

██████████ enquired about signage for designated rooms. ██████████ will circulate a list to NACWOs so a decision can be made. ██████████ suggested the signs are produced and laminated by the Facility Managers.

10. Discussion Topic/Presentation

None.

Date of next meeting: Friday 24th July 2020