Date: Friday 13/05/16
Time: 2.30pm
Room: 
Subject: Named Persons Committee
Present: 

Apologies: 

Others referred to in text: 

MINUTES

1. Minutes
The minutes from 15th April 2016 were approved with minor changes.

2. Matters Arising
None.

3. Establishment Licence Holder Report
   a) reported on two possible non-compliances. Two incidents were regarding exceeding animal numbers. Departments to look into systems to keep track of numbers. Possible non-compliance was reported at the where two mice failed to receive tamoxifen diet for 48hrs, an outcome is still to be received by the HOI. Another possible non-compliance, at the was dealt with through the CAMs procedure the outcome of which was the PPL holder surrendered their license. The incident was reported to the HO and may now be progressed as non-compliance. noted that self-reporting is still important, he will be speaking with the chief inspector and regarding the tone of responses received to from the Home Office following submission of condition 18 reports and self-reporting of possible non-compliances. It was agreed that and are to be copied into correspondence when chasing a PPL holder for a condition 18 report. noted that the Registrary will be retiring at Christmas. It was noted that will try and attend the user group committee meetings once a year. noted that an issue was brought up at one of the user group meetings regarding cage prices, it was explained that has calculated cage prices based on actual costs. The committee discussed the cost of aging animals, it was agreed they cost the same.
4. 3Rs Items
a) [Redacted] reported items from the 3Rs committee meeting. Statistical and experimental design support is still ongoing. The non-tail handling symposium is being held on 25th June at [Redacted]. Culture of care symposium to be discussed between [Redacted] and [Redacted] from 3Rs to promote 3Rs within the University at a stand at the Neuroscience festival and the science festival in 2017, if anyone wants to join the planning subcommittee should to contact [Redacted]. The committee is still looking into the use of video monitoring systems, exploring options of and how to make it available to people.

b) [Redacted] noted all licenses with severe severity protocols are now logged on a database. 4 licenses have been identified, each licensee will be asked to attend a meeting to discuss why animals reach severe severity, why this is necessary and if refinements can be introduced to reduce severity. Circulated to deputy directors and vets, a new Retrospective Review/Assessment template. Project licence holders will be reminded when either of these Retrospectives is required to ensure they are processed in a timely fashion – especially the Retrospective Assessments which require the AWERB to draw conclusion that the project licence holder submits to the Home Office. Currently AWERB has 2 retrospective assessments that are overdue, both licensees have submitted information, AWERB standing committee has agreed to have extra meeting to consider these assessments.

5. Directors Items
a) [Redacted] and [Redacted] attended AWERB meeting in London, AWERB’s in other establishments were discussed.

b) [Redacted] updated the committee that he met with [Redacted] to discuss developing the UBS departmental safety policy.

c) [Redacted] reminded all present that appraisals need to be finished by end of June.

d) [Redacted] and [Redacted] carried out an audit of [Redacted] security screening, delay issues due to problems with follow up information not being submitted by staff members undergoing screening.

e) [Redacted] noted there is an available space for one NACWO to attend the FELASASA conference on 13-16 June, let [Redacted] or [Redacted] know if interested.

f) [Redacted] noted no ideas have been received for the summer event, suggestions still welcome.

g) [Redacted] noted few applications have been received from academics for capital support regarding new FEC prices.

h) [Redacted] noted the new user space request forms have been circulated; the form is to be revised.


j) [Redacted] passed on [Redacted] thanks to [Redacted] who has been instrumental in the transfer of accounts over to new departmental systems.

k) [Redacted] noted PPL working teams have been set up and asked if information from these groups is being entered on A-Tunes. [Redacted] offered to help project licence holders with A-Tunes set up and is willing to provide support.
l) [BLANK] updated on PPL handling process for new applications, once complete the group will consider the amendment process.

m) [BLANK] noted [BLANK] has sent requests for additional equipment in units. [BLANK] asked if any suitable replaced equipment could be donated to the training school.

n) [BLANK] asked for a NACWO to be present at each AWERB meeting, if unable to attend let [BLANK] know. A rota of NACWOs will be drawn up to ensure a NACWO attends every meeting – this is required for AWERB to be quorate.

o) [BLANK] updated committee on meeting with [BLANK]

6. NIO
None.

7. NACWO Issues
a) [BLANK] asked for an update with reference to call outs [BLANK] still working on.

b) [BLANK] enquired how other units manage competency records for groups using other facilities when they have no paper records. It was agreed that they should be reassessed by someone who is competent in the procedure.

c) [BLANK] asked the committee to let vets and [BLANK] know about condition 18’s and possible issues or concerns.

d) [BLANK] updated the committee that [BLANK] and [BLANK] are now NTCO’s on ASPeL. In due course, [BLANK] will be the 4th NTCO.

e) [BLANK] reported 3 staff are leaving the [BLANK] and moving to [BLANK] who offer an incentive payment. [BLANK] asked the committee to send examples of pay award disparity to [BLANK] who can put a paper together for the governance strategy meeting.

8. NVS Issues
a) [BLANK] advised notes from the surgery technician group meeting were circulated to the committee. To discuss with directors and deputy directors regarding University policy’s for some issues that were raised. The committee discussed surgery technician hours and costs.

b) Pasteurella pneumotropica has been confirmed in [BLANK] and [BLANK] to look into health screening strategy.

c) [BLANK] received results from 2 animals which have confirmed pasteurella, but no confirmed strain.

9. Training Centre Issues
a) [BLANK] asked the committee to notify the training centre if the Home Office recommends licensees to attend specific training. It is up to the NTCO to confirm exemptions.

b) [BLANK] advised the training centre can partially fund anyone who wants to attend the ‘A stitch in time’ course.

c) Red Kite is running a course on the NTCO role which is being held on 7th June. [BLANK] is attending.
10. Any other business
   a) [redacted] on behalf of [redacted] regarding a survey on working with upper limb disorders conducted at [redacted] the committee agreed to help with a survey but would like to see the outcome of the research.
   b) [redacted] (on behalf of [redacted] and [redacted] from [redacted] participated in spring careers fair at [redacted] to report at next meeting regarding idea to encourage better uptake of students from there courses. Any committee members interested in providing summer placements for a student to contact [redacted]
   c) The committee spoke about requests to use rodents for research using ex breeding animals. More information requested for next meeting and if considered appropriate a group will be asked to draft a policy statement.

Date of next meeting:
Friday 17th June 2016