Date: Friday 15/04/16
Time: 1.30pm
Room: 
Subject: Named Persons Committee
Present: 

Apologies: 

Others referred to in text: 

MINUTES

1. Minutes
The minutes from 19th February 2016 were approved.

2. Matters Arising
None.

3. Establishment Licence Holder Report
   a)  noted the Establishment Licence is being amended. There was a discussion regarding
   the status of the buildings. and to review establishment Licence
   and review rooms and buildings listed.
   b)  noted there was a story in Cambridge News regarding sheep work which was
   obtained through a FOI request. Due to this there are likely to be an increase in FOI
   requests.

4. 3Rs Items
   a)  reported items from the 3Rs committee meeting. In the last meeting, there was a
   presentation about CRISPR and its implications with the 3Rs. In the Science Festival
   2017, it has been decided there will be a 3Rs stand. Anyone interested in helping contact
   b)  noted the severe protocol list has been completed and there are only four project
   licenses with significant use. The 3Rs committee will review the licenses in view of
   possible refinements. PPL holders may be asked to attend meetings to discuss the
   protocols. described the process of retrospective reviews and retrospective
   assessments. It was explained that the 3Rs committee will review all retrospective
5. Directors Items
   a) noted a call out system is still in process.
   b) discussed the security and screening policy and emphasised the need for this to be consistent throughout the units. It was noted that the screening process can sometimes be slow. responded these issues should be passed to who can contact the screening company to enquire about the delay. and to review policy to make it clearer.
   c) noted a PPL handling document has been produced. This is currently being reviewed and will be circulated once agreed. A PPL tracker has been implemented in the UBS office which the deputy directors will be able to access.
   d) noted during project group meetings scientists are being encouraged to add their details to A-Tunes. It was discussed whether more training was required for A-Tunes. Deputy Directors and Directors to review the use and training for A-Tunes.
   e) noted the replacement equipment bid will be circulated to the NACWOs soon.
   f) updated the committee on the building schedules.
   g) noted return to work forms for sickness and sickness policy are currently being drafted. It was discussed how health and safety information will be disseminated throughout the departments. to get dates for health and safety meeting.
   h) questioned whether anyone needs a scan cabinet. noted they can store it.

6. NIO
   a) noted CamTech Care has been published. The next will be published in May, any posters or information is welcome and should be passed onto
   b) is back to work on Wednesday 20th April.
   c) and attend the NIO meeting. is to organise a regional NIO meeting to encourage more networking.
   d) noted is available to discuss technology and transport with anyone interested. to organise a talk before the next NPC meeting on 13th May at 12.30pm.

7. NACWO Issues
   a) enquired how other NACWOs were recording unexpected deaths.

8. NVS Issues
   a) Pasteurella pneumotropica has been confirmed in and spread of infection is being investigated. Dissemination of information on disease outbreaks with regards to export of animals was discussed.
   b) was formally thanked for organizing the surgery technician group meetings and training.
   c) The Home Office Inspector discussed the use of IVC hoods for schedule 1 killing with to collate schedule 1 practices for rodents by Friday 23rd April.

9. Training Centre Issues
   a) None.