Minutes

Date: Friday, 18/11/2016
Time: 1.30pm
To: Committee Members
At: [Redacted]
Subject: Named Persons Committee

In Attendance:

[Redacted]

Apologies:

1. Minutes
   a) The minutes from 14th October were approved after minor changes.

2. Matters Arising
   a) It was confirmed that section 3, point D was referring to FEC charges and not licence charges.

3. Director Establishment Licence Holder Report
   a) None.

   a) [Redacted] provided an update on the mites. [Redacted] has now been deep cleaned and 2 cycles of treatment have occurred. The final treatment will take place this month followed by testing of the animals. Treatment for mites in [Redacted] will start soon and the process should be easier.
   b) [Redacted] informed the committee that the PPL tracker process has been finalized and is working well. A separate tracker for amendments will be available shortly.
   c) [Redacted] stated that safety inspections are being rolled out, everyone will be visited in the next 6 months. [Redacted] asked for [Redacted] to be invited, [Redacted] to get in touch with him directly.
   d) [Redacted] asked for names to be forwarded to him for the Ergo Champion training course.
   e) [Redacted] confirmed that the [Redacted] is open and the users are in.
   f) [Redacted] is currently in Home Office testing validation period for two weeks and the designation documents will be sent to the Home Office in January.
   g) [Redacted] informed the committee that all bids towards the equipment fund have been approved so far.
   h) [Redacted] thanked [Redacted] for his efforts in seeing to an animal near to their severity limit in [Redacted] and [Redacted].
i) also thanked for their help in preparing a licence for AWERB at the end of November and for their help rolling out MCMS.

5. Named Persons Information and Updates (NVS, NIO, NTCO, NACWO)
   a) asked for everyone to note the section on the “contacting a veterinary surgeon” call out sheet relevant to their unit and make sure the NVS weekend rota is kept up to date.
   b) suggested the UBS administration team be told of the best numbers in the units to get hold of the vets
   c) thanked the team at for their work on the mites for which the de-infestation is on course
   d) confirmed on behalf that the Culture of Care meeting will take place on 8th March at
      Several speakers have been confirmed but sponsorship is still being sought.
   e) The euthanasia and euthanasia register SOPs have been circulated and as many others will be completed before the Governance Review occurs in January.
   f) Information for the December CamTechCare should be sent to before 12th December.
   g) Code of Conduct document will be circulated for feedback.
   h) will be attending Animals in Science meeting and will feed back at the next meeting.
   i) reiterated that only new IAT students need to register electronically. If students are moving from Level 2 to Level 3 they will also need to register.
   j) emailed regarding the completion of coursework by those who attend the Award in Education and Training. She noted one to ones will take place to try and get the coursework completed by the end of December.
   k) asked that any questions written for the PIL Course exams be returned by 19th December.
   l) confirmed she will arrange the Assessors course for the new year once she has had names sent from .
   m) queried if there would be University of Cambridge guidance regarding the use of ex-breeding animals. confirmed that had provided some advice but that would contact the HO initially to see what plans they had if any for advice to establishments and then to the NVSs if internal guidance was required.

6. Operational Processes
   a) emailed directors regarding security checks and issues with Open Source Affiliation checks. New ways will be looked at doing checks, although no current processes will be overturned for new employees confirmed they undertake additional affiliation checks and finds them beneficial.
   b) and discussed staff member’s responsibilities regarding out of hours call out rota.
   c) sked the committee for their experiences with the service provided by Estate Management. shared an incident which requested the details of so formal action could be taken. raised concerns that preventative maintenance measures are not being taken, to follow this up.
   d) queried if policies can be amended regarding security call outs during the night, agreed.

7. Animal Welfare and 3Rs
   a) reported that the 3Rs stand for the Science Festival has been confirmed and will be situated on the
8. Outreach/Openness/Media
a) [Redacted] informed the committee that [Redacted] has invited the Animals in Science Committee to attend the unit which will take place in December. Directors and Deputy Directors are welcome to attend. [Redacted] questioned if the visit will be prior to the primate video being published.
b) [Redacted] thanked [Redacted] for starting week one of the [Redacted] Challenge Project.
c) [Redacted] reported the facility tours this year are scheduled for the 8th December. There will be less tours this year due to fewer students, details will follow.
d) [Redacted] recently gave a talk in [Redacted] from which work experience requests were received. [Redacted] cannot take them but are hoping to arrange a tour instead. [Redacted] suggested that the University would be happy to take work experience students.

9. Any Other Business
a) [Redacted] noted the Cambridge AGM and quiz night will be held on Wednesday 25th January 2017.
b) [Redacted] asked what shoes were used in other units, [Redacted] and [Redacted] to send details of theirs.
c) [Redacted] reminded the committee that [Redacted] will be starting her employment on 12th December and thanked [Redacted] and [Redacted] for showing [Redacted] and [Redacted] round their respective units.
d) [Redacted] confirmed a PPL Holders report will be sent round shortly to bring the PPL holders up to date with what is going on in UBS.
e) [Redacted] and [Redacted] have met with HR and reported that the division will be getting a dedicated HR advisor. The role will be replacing [Redacted] and [Redacted] in HR and the position will be fixed term for three years.

10. Discussion Topic/Presentation
a) Schedule 1 killing methods — [Redacted] will be part of the Animal Welfare Discussion Group taking forward the use of isoflurane to induce sedation prior to schedule 1 killing as part of the Good Death Report.

Date of next meeting: Friday 16th December 2016