Animal Welfare and Ethical Review Body
Un-confirmed Minutes of the Named Persons Meeting
held on 23 January 2015 in the Meeting Room,
UBSS,

Present:

In attendance (minutes)

1. **Apologies for absence**
   Apologies were received from [redacted].

2. **Minutes of the November Meeting**
   The minutes of the previous meeting were approved following minor changes.

3. **Matters arising from the minutes of the November meeting**
   There were no matters arising.

   passed thanks to the Committee for the return of all questionnaires and indicated information was to be forthcoming on the possible numbers etc. once received from the UTC. indicated some facilities that volunteered would not be able to have students on this occasion. An invite would be extended to all to visit the college on the 25th February 2015 for a tour of their facilities and to listen to the student’s poster talks.

4. **Establishment Licence Holder comments**
   The Establishment Licence Holder [redacted] requested all facilities ‘push’ the concerns poster. It was made clear issues could be raised with anyone which should be publicised to all staff. indicated there is currently no ‘cap’ on the amount a company can be fined through issues of ‘whistleblowing’.

   All staff are to be more aware of the work being carried out across the University in all facilities. & to be involved in this to produce reference material, posters, etc.

   made the Committee aware of the Concordat Logo which could now be used on all paperwork & emails, etc. to show the University is in full support of the signing of the declaration. to forward to all named persons.

   acknowledged the PIL conversions are continuing following the stoppage of a month by the Home Office in their processing.

   made the Committee aware of the meeting with the Implementation Group in relation to the Governance Review. The meeting covered the recommendations going forward and the working groups. Officially the process of change will start on Monday 26th January 2015 with completion around October 2015. The process will be moving forward in a positive way, and will be one of consultation. Now is the time for others to be consulted as the Vice-
Chancellor sees fit. noted letters would be received individually and HR would be in consultation throughout. indicated mostly small changes, with Departments & Schools no longer coming under the new structure, which will become Biomedical Services and be centrally managed. noted possible issues with service provision.

5. **NIO Issues**
The Named Information & Compliance Officer (DF) spoke to the Committee on the current proposals to film animals in most of the facilities throughout the University. requested any ideas going forward would be appreciated. noted filming had recently ceased within CI, with the use of a cage mounted camera to capture the footage. suggested more visibility from the University in terms of animal used etc. would be better in terms of animal rights groups. indicated, following contact from the Independent Newspaper regarding a story they were running and in providing the correct information, the paper dropped the story. also indicated FOI requests had reduced due to the new research website.

6. **NACWO Issues**
raised the issue of retention incentives for members of staff. noted a meeting was had recently with to discuss this issue and moving forward would be looked at in more detail in terms of what can and can’t be done.

indicated Group A would be recruiting for a surgery technician, with all recruitment passing through UBSS for this post. acknowledged all recruitment will be centralised with the forthcoming restructuring.

7. **NVS Issues**
provided the Committee with an update on the monthly health report. It was confirmed Parvo virus is present within Pathology, with more screening being carried out there. Wellcome Gurdon, Stem Cell and CI are also testing for this, with investigations being carried out at present as to how it was contracted. reminded the committee of the nature of the virus, which can hinder current research and data and be devastating if found in the middle of an experiment. made it clear to the Committee, the information wasn’t passed on to the users quickly enough as Group C was still accepting animals from CI. AH confirmed Harlan was aware of the issue in December 2014, but didn’t make CI aware until 15 January 2015. As Harlan didn’t make it clear there was an issue, is currently looking at the legalities within the contract. At present Harlan have offered to cover the cost for all and any testing that will be required. to distribute more information to the Committee on this.

8. **Training Centre**
reminded the Committee the new Home Office Module syllabus was underway and should there be a need for any further presentation changes to let know as soon as possible.
also reminded the Committee of the deadline for IAT registration.

discussed the current progress of A-Tune and reminded the Committee of an email distributed by regarding this and the inputting of data. confirmed only two individuals had used the system, so would be re-sending the email. also confirmed a more detailed and comprehensive guide would be forthcoming shortly, following the pilot trials within Group A at the Innes, with

9. **UBSG Update**
provided the Committee with a brief rundown of the current progress with the new builds and confirmed all was going well.
confirmed following the restructuring and the formation of the new Division, UBSG would change from the current form and role it now holds.

10. **3Rs**

- discussed the vision for the future of the 3Rs on the new website.
- spoke on the refinement for humane killing and would distribute the paper on this to the Committee.
- reminded the Committee of the newly formed AWERB 3Rs Committee, with an agenda being worked on for the inaugural meeting in February.
- noted the AWERB Standing Committee was still seeking a Chair and at present is operating a rota system with current members.
- reminded the Committee of the ‘Culture of Care Day’ being held at CI on the 24th April 2015. A draft agenda is being produced and any ideas would be welcome. The day will focus around the perspective of Named Persons with short talks, from internal and external individuals. agreed to attend and Chair the first session of the day. It was brought to the attention of the Committee this date now clashed with the April AWERB Named Persons meeting and would have to be re-arranged. The Committee agreed to move the meeting to CI on this occasion if at all possible.

11. **Any Other Business**

- spoke to the Committee on facemask testing and confirmed a centralised system will be available from Occupational Health with trained individuals. All inductions must now include the ‘how’ and ‘why’ of mask fitting and carry out the basic fit test. made it clear all staff should be made aware with posters being readily available to all facilities. also confirmed all safety equipment must be purchased by the department and not through grants. to provide information to the Committee on “half masks”.
- spoke to the Committee on a recent request from a researcher at MRC in relation to obtaining samples from various vertebrate species. If any samples are available please contact .
- reminded the Committee on the IAT AGM And Quiz night and also confirmed both herself and would become members of the IAT Council in May 2015.

12. **Date of the next meeting**

Friday 20 February 2015, UBSS Meeting Room.
DRAFT

Signed ........................................ Chairman  Date .................................

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