Minutes

Date  Friday, 21/09/2018
Time  1.30pm
To  Committee Members
At
Subject  Named Persons Committee

Attendees:


Apologies:


1. Minutes
Committee reviewed the minutes from the meeting on 13th July 2018. The August minutes were not available for review.

2. Matters arising
No items for raised for discussion.

3. Establishment Licence Holder Report
recently received positive feedback the Home Office inspectors regarding the improvements made across University Biomedical Services.
There continues to be a low level concern relating to feeding and watering animals across the department. NACWOs confirmed they are confident that their areas are covered with regards to sufficient feeding and watering processes. Any concerns must to be reported immediately.

It was reported that funeral took place on 13th September 2018. gave a speech relating to career at the University. The department wishes the best during this extremely difficult time.

4. NACWOs
mentioned the rack of spare mice at the and queried if they could be used for tissue purposes instead of culling the animals. It was agreed that there needs to be a clear system in place that indicates when the mice are available and who is responsible for them. Committee
agreed that a week is enough time for the animals to be kept on the rack for people to claim them. It was agreed that the spare animals would be offered on a trial basis.

raised concern regarding tunnel handling of animals within the PIL training. Tunnel handling is currently not part of the training module. It was agreed that tunnel handling needs to be referenced too for at least 10 minutes in the training process.

explained that DOP assessors currently notify the trainee that there is a 24 hour timeframe until the assessment. Due to this arrangement people are memorizing the criteria and this creates an unrealistic reflection on the individual’s performance and knowledge. It was agreed that the individual should be advised that the assessment will be within 2 weeks following the training.

reported there was a break-in at the farm and 2 department vehicles were taken. from University Security is due to review the site and advise the options with regards to increased security. Currently waiting to hear back from the insurance department.

explained that frogs will be losing their biggest User. and are in contact with regards to utilizing technicians across both facilities. The technician skills can be transferable between fish and frogs.

reported that is a new user and will be taking over the frog work in the Facility.

The committee discussed the incident relating to a frog escaping from its tank. The investigation into the incident is still ongoing and staff are being retrained on securing the tank lids.

confirmed the next Science Festival is scheduled for 16th March 2019 and more volunteers are required. The theme is discovery from the last 25 years. volunteered to help.

explained that he has a new user that requires disabled access. Committee agreed there needs to be a disability assessment in the facility to scope if reasonable adjustments can be made to accommodate the new user.

reported that a humidifier went into fault on 13th September 2018 and was reported to Estates Management, they advised that the work has now been outsourced to an external company and cannot be fixed until the following week. NACWOs were advised to call if there are issues dealing with Estates Management in relation to their service and response times.

advised that there has been a recent restructure within the Estates Management department, has recently been appointment as the new Director of Estate Operation and there is a more robust system being introduced.

added that his chillers are being replaced.

reported that the department emergency phones are now available.

mentioned that the financial end has passed and the new costings can now be undertaken.
It was confirmed that an internal audit of UBS is due in the next 12 months. No external audit will take place this year. The internal audit will be linked to licences, security and staff training.

reported that there has been a change of emphasis on the way UBS operates. UBS will be a service provider to run as a business and instead of providing everything needed for justified research, UBS will be able to refuse work if it is not justified or not operating to the highest standards (in regards to either welfare or research). Researchers will thus have to find an alternative provider if work is refused.

6. Deputy Directors Reports
No updates reported

7. Named Persons Information and Updates (NVS, NIO, NTCO)
reported that the Home Office inspector for the has carried out themed inspections on ageing in tumour bearing animals.
A new 3D scanner is being trialed at to detect the volume of tumours and the feedback has not been positive.

is going on maternity leave from November 2018. Michael who is a vet and a trainee NVS covering will be covering some of work.

has been welcomed to the NVS team and will be taking on more of the workload over the next few weeks.

The new Cam Tech Care is due out at the end of September 2018, there is still time to submit articles and content.

The latest 3R’s report has been circulated to all User Group meetings across UBS.

8. Operational Processes
Internal audits due in the next 12 months.

9. Outreach/Openness/Media
It was reported that the filming request at the from a Russian film company went well.

10. Any other business
None

11. Discussion Topic/Presentation
None

Date of next meeting: Friday 19th October 2018