Minutes

Our Ref: Doc.UBS.NPC15.06.18

Date Friday, 15/06/2018
Time 1.30pm
To Committee Members
At
Subject Named Persons Committee

Attendees:

Apologies:

Reference to others in text:

1. Minutes - Approved with corrections.

2. Matters arising

In Section 7 of minutes from 13/04/2018 sentence should read: highlighted a discussion with about colony management, regarding a workshop which will be organised by with "

noted there has been a conversation about “pets at home” on She noted an “entry and exit” SOP had been provided by a participant in the conversation. noted the SOP lacks objectivity and for now the existing policy should be applied.

3. Director and Establishment Licence Holder Report

 explained the importance of ensuring individuals have licence authority indicating recent non-compliance.

 noted he was happy with compliance discussions regarding the provision of food and water over the weekend.
stated UBS are in the process of organising a Compliance Assurance Meeting for a mouse that was mistakenly left in a procedure room.

noted rats have been bred without licence authority, neither the PPLH or administrator knew about this breeding. The project licence for the person responsible for breeding will not be granted until the issue has been thoroughly investigated. suggested organising a CAM for this issue.

and highlighted the need to avoid “piggy-backing” and that PPLHs should be aware of the policy document on the subject. There is a need to ensure PPLHs are aware of their responsibilities.

enquired how one is to decide which collaborations are legitimate and do not constitute “piggy-backing”.

4. NACWOs

announced they have suspended the use of maggots (as frog food) at the due to a parasite outbreak. suggested using medical maggots in the future.

had contacted and regarding possible review of study plans and the advice that goes out to the applicant.

has talked to about the possibility of organising a working group to review study plans.

informed the committee work is required to improve the compliance in completion of study plans.

noted study plans should be experiment by experiment and should not merely mirror protocols on a PPL.

impressed long-term study plans must be changed to reflect changing users (to ensure PIL authority is in place).

tated study plans have been successfully implemented at CBS.

noted plans for electronic study plans (integrated into ) are ongoing and are currently with the

stated “Containment Level 3” will be open in the next few weeks. Charges for the use of this facility will be discussed with 


is writing the AWERB annual report with assistance from named persons.
thanked those who had submitted information regarding non-regulated study work. If any are outstanding they should be sent to.

announced HO inspectors will be visiting facilities in order to complete themed inspections. Inspections will focus on the application of the 3Rs, for example: handling of rodents and needle reuse.

tated HO inspectors recently visited the Innes facility and found the visit useful.

reflected on the positive working relationship the University of Cambridge has with Home Office inspectors.

noted she will talk to committee members, making them aware of the changes being made to the AWERB process. The process should be clearer and more robust.

congratulated and or their efforts with “The Green Team” and their bronze medal award.

noted further staff briefings will be taking place, these ones will be focused on “Dignity at work”. He suggested spreading staff over the multiple sessions in order to manage a potentially heavy workload.

stated the water quality data collected by will be analysed further.

reminded staff members to confirm their attendance at the staff BBQ. Currently there are only 40 people going. Please feedback attendance and dietary information to

will create a PO for agreeing to change filters. This will avoid the need to create multiple POs but will still require individual signatures from NACWOs.

noted the use of “ChloraPrep™” will be investigated by the Surgery Tech Group and will be discussed with NVS’.

6. Deputy Directors Reports

noted they are in the process of updating security contact numbers.

7. Named Persons Information and Updates (NVS, NIO, NTCO)

noted has informed it can take up to 6 months from 1st draft date for licence to be issued. noted it is best to give details if any animals are on experimental studies that will need to be move onto the new PPL so can prioritise.

asked what the policy is for when a fire alarm goes off. noted SOPs are in place for each facility.
explained the colony management workshop will now take place in July. She will enquire
specific attendance information from Named Persons as there is a need to limit the numbers from
UBS due to the involvement of a number of institutions.

noted CamTechCare will be released in the next few weeks.

stated that the Establishment Licence is back with the HO. Changes have been requested for
the [redacted] and [redacted] facilities.

asked about access for NACWOs to the Health and Safety Office. asked NACWOs to
register their cards at the reception.

warned that some technicians are not expecting to be assessed or do not know why they were
being assessed (this came up at the Tech Forum). Technicians need to be given advanced
warning (at least 24 hours) and there is a need to reiterate the reason for the assessments.

congratulated those who have completed the nominated assessors course. thanked the
facilities involved. Certificates will be sent out ASAP. The next assessors course is now full.

announced if enough interest is shown (please contact [redacted] she and [redacted] can
produce an assessors course that is specifically for user groups.

will distribute flyers (to display at facilities) with information on available DOPs. This
information will also be in CamTechCare.

will provide information on how to apply for an IAT course, which will appear in the next edition
of CamTechCare. will provide similar information on how to apply for HO training in due
course.

asked everyone to ensure version 2 DOPs are now being used.

requested a balance for the assessors course.

thanked everyone for their contribution to SOPs review. The feedback has been very useful.

8. Operational Processes

explained that Brexit will not change existing UK legislation, as EU legislation will be
transmuted into UK legislation.

noted all AWERB committee members should have access to all AWERB committee
minutes.
A discussion took place about infiltration. It was stated that the definition of infiltration relies on whether the individual is bringing damages to the institution. There is also a need to question why the individual is carrying out the activity (i.e. filming/recording audio) covertly.

9. **Outreach/Openness/Media**

[Redacted] stated she responded to an FOI from [Redacted].

[Redacted] noted all named people are members of [Redacted]. This membership will be renewed unless anyone wishes to opt out. [Redacted] outlined the benefits of being a member.

[Redacted] announced that the concordat report is due in the next few months.

[Redacted] thanked [Redacted] for the video of rats playing in a ball pool.

[Redacted] also thanked [Redacted] for her photos of frogs - these will become the front page of the next edition of CamTechCare.

10. **Any other business**

[Redacted] asked whether South African technicians signing up to IAT level 2 qualification can also receive manuals free of charge. [Redacted] will investigate this.

11. **Discussion Topic/Presentation**

**Date of next meeting:** Friday 13th July 2018