Date: Friday, 13/01/2017
Time: 1.30pm
To: Committee Members
At: [Redacted]
Subject: Named Persons Committee

In Attendance:

Apologies:

1. Minutes
   a) The minutes from 18th November were approved after minor changes.

2. Matters Arising
   a) Misspelling of [Redacted] under section 4, point C

3. Directors/Establishment Licence Holder Report
   a) Thanks to all involved in the Governance Review, report will go to UBSG committee.
   b) Update on 2 non-compliance cases.

4. Directors and Deputies Directors Reports (Welfare/Facilities/Operations)
   a) [Redacted] informed the committee that [Redacted] had sent out a PPL update which included:
      - Review of current systems
      - [Redacted] to contact PPL holders who wrote their PPL in 2016 for their experience of writing their application and if there is a need for a PPL Writing Workshop
      - Severe severity protocols PPLs with these licences have been asked to submit their 2016 data by early February to facilitate review by the AWEB 3Rs committee
      - Mid 2017 AWEB will be interrogating new PPL tracker to report back to UBSGSC
   b) [Redacted] updated the committee on the Ergo Champion training course
   c) [Redacted] advised that safety inspections are currently in progress, [Redacted] will be producing written reports
   d) [Redacted] advised the [Redacted] building is now called the [Redacted]. [Redacted] thanked [Redacted] and his team for their help and support
   e) [Redacted] informed the committee the construction of [Redacted] has now finished, [Redacted] to inspect the building on 20th January, first work expected to take place in early April 2017
   f) [Redacted] building work is now in progress
   g) [Redacted] reminded the committee new prices come out on 1st February but won't be implemented

Changes made 26/02/18 prior to redaction
until August 2017, requests for surgery information to be sent back to [redacted] by next week.

h) [redacted] advised central HR are advertising for a HR Business Advisor who will primarily be dedicated to supporting UBS, possible start date for the post is end of February 2017.

i) [redacted] asked the committee to send him information on bedding contractors they use.

j) [redacted] reported the Science Festival will take place on 18th March, contact [redacted] if you would like to volunteer to help on the 3Rs stand.

k) [redacted] advised the out of hours SOP’s have been completed and will be circulated.

l) [redacted] reported the HOI was impressed with surgery areas in her facilities after a recent visit and uses them as a good example, thanks was passed onto everyone who was involved.

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

a) [redacted] spoke to the committee about health screening for animals imported into facilities. Suggestion going forward is for direct testing of animals at the time of coming into the unit, with some exceptions depending on animal vendor.

b) [redacted] will be holding an Aquatics tech group meeting to see how other fish and frog facilities work, please send contacts to [redacted].

c) [redacted] updated the committee on the mite infestation, thanks was passed onto [redacted] and team.

d) [redacted] advised there will be 4 CamTech care newsletters issued this year.

e) [redacted] asked for help from NACWO’s with SOP’s.

f) [redacted] reported back to the committee on the Animals in Science meeting she attended in December.

g) [redacted] advised all PIL revocations should be sent in as soon as possible as the revocation deadline to the Home Office is the end of March. If new applicants can delay applying for a new PIL before the end of March they will not be charged for 2016/17.

h) [redacted] asked to pass on thanks to PPL holders for their cooperation with annual returns.

i) [redacted] informed the committee that [redacted] has started as Senior Technician trainer and has started to visit some of the units.

j) [redacted] has arranged with [redacted] to hold an assessors course, dates to be confirmed. [redacted] asked that only people who will be involved with training and assessing to book onto the course.

k) [redacted] to visit all facilities to go over basic Atunes training with technicians and NACWOs.

l) [redacted] queried who will be doing the sampling for the health check screening; [redacted] confirmed it can be delegated. [redacted] or [redacted] can send technicians out to do large volume sampling and possible training.

m) The committee discussed the outcome of a positive re-screening result.

n) Date to be confirmed for a tour around [redacted].

6. Operational Processes

a) [redacted] reported [redacted] circulated an email confirming compliance with updated Home Office Codes of Practice for housing and care of animals bred, supplied or used for scientific purposes as of 1st January 2017.

7. Animal Welfare and 3Rs

a) [redacted] reported that the 3Rs stand for the Science Festival has been confirmed and will be situated on the Downing Site.

b) [redacted] asked [redacted] for a 3Rs report for user group meetings.

Changes made 26/02/2018 prior to redaction.
c) [REDACTED] now collecting information from RR to add to 3Rs search tool, researchers can expect to be asked permission for data

d) [REDACTED] working on uploading 3Rs search tool onto website

8. Outreach/ Openness/ Media

a) [REDACTED] and [REDACTED] have started to give a talk in the PIL training course on openness

9. Any Other Business

a) [REDACTED] asked a question from the [REDACTED] user group meeting, it was confirmed that the [REDACTED] should be acknowledged in papers

b) [REDACTED] asked the committee if other departments were interested in some equipment which has come from [REDACTED]

c) [REDACTED] confirmed 12 people have registered for Congress, transport will be available

d) [REDACTED] asked for IAT AGM quiz team entries to register ASAP, information can be found in CamTech Care Newsletter

10. Discussion Topic/Presentation

None

**Date of next meeting:** Friday 17th February 2017