# Minutes

**Date**  
Friday, 15/02/2019

**Time**  
1.30pm

**To**  
Committee Members

**At**  
Meeting Room, 1st Floor, [Redacted]

**Subject**  
Named Persons Committee

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## 1. Minutes

The minutes from the meeting held on 18th January 2018 were approved.

## 2. Matters arising

None noted.

## 3. Establishment Licence Holder Report

The training application has been received, however the Home Office response is still pending.

## 4. NACWO Reports

Following a recent assessors meeting, [Redacted] enquired whether there is an update on SOPs.
noted that following an update last week, more SOP's will be circulated shortly. The SOP's are an ongoing process and all NACWO's and managers will be notified when they are up on the website.

noted that prior to the final circulation of the SOP's, NACWO's should have the opportunity to look over the documents and give feedback before they are actioned.

noted that the ‘Stop, Do You Have a Licence’ posters are available to take from the meeting. It is important that these are visible in all facilities. noted that the posters are also included as part of the presentation for the Home Office PIL training course.

asked that all NACWOs advise him if they are getting low on the Establishment Licence Holder contact cards as everyone must be aware of a way to contact directly. noted that all new PIL holders are sent a contact card once their licence has been approved and all new starter technicians via HR.


stated that the new prices for 2019 have been completed and circulated. This paperwork is part of the pack and will be circulated with new invoices from March. This information is also available on the X5 system. Price variations are minimal, with many items reducing slightly in cost. First half year financials are also in the pack which shows a £450,000 deficit. Benchmarking data across the Universities covers rats, mice and fish shows that the FEC is a bit more expensive but charity/UBS prices are below average which is positive.

noted that the handover for has been changed to 28th February. Once the hand over is complete there will be dates and times for everyone to have a look around.

The next termly meeting is unlikely to take place as the building has not been equipped with furniture yet. That said, opening days will begin shortly. noted that and are enquiring if they can come and have a look.

noted that University open days are being decided and scheduled for mid-July.

would like to arrange an AWERB meeting to take place at when possible.

noted that the testing of the new building and the controls in place received positive feedback. noted that the building is very efficient and uses a small proportion of the resource it has, as it was designed and built with a large capacity.

noted that has an estimated opening date of 31st March at present.

reported that the first NACWO update has been sent with positive feedback from some NACWO’s. This is an additional means of communication in order to keep NACWO’s and Managers up to date.
noted that study plans have been updated and changed. The new study plan pro forma is on the website. All NACWOs to remove old versions and use new ones. The new study plan numbering system is in operation and seems to be working well. asked whether any NACWOs have experienced any issues or have any comments. None were noted.

and will be meeting with Home Office inspectors; 20th February. If anyone has any issues to raise or specific project licence questions, let know before Wednesday.

The Home Office have supplied UBS with the new PPL drafting tool. This has not been circulated yet. will be working on this and will send it out as soon as possible (next week).

6. Deputy Directors Reports

stated that the PIL reviews are mostly complete. There are a high number of revocations being received in a number of different versions. will send out the new form to all. Can all NACWO’s capture as much information as possible because if the PIL holder has not signed it, must establish contact to ensure that they are aware and want to revoke the licence.

Under the Home Office guidance, if a category or species has not been used in 5 years or the individual cannot demonstrate the use of either, they will need to be retrained. The unused categories or species will consequently be removed.

Licence holders must be aware that they will need training and competency records to illustrate that the categories are being used. noted that licence holders are not currently showing reassessments for competency and as a result are being given a three month period to provide this.

queried whether those carrying out procedures on a regular basis must be observed and provide a record as proof of competency and confirmed that training records provide proof of competency for the Home Office and must be kept regardless of how often a procedure is carried out. This process also ensures that standards do not deteriorate.

noted that Camtral states that training should be reviewed every 3 years. noted that a NACWO/NVS could also observe an individual performing the technique if a member of staff is unavailable.

noted that she is looking into the University transportation guidelines, for NVS and Deputy Directors. Once updated this will go onto the website.

noted that the deadline for gathering signed DOPS framework and RPE documents for technicians is today and confirmed whether all managers had completed the task and sent a copy to HR.
noted that will begin parental leave from 18th February and wished him well. will return in May.

from UTC had been in contact regarding work experience for one week in April and one week in July. will be completing the paperwork needed to place them. asked if any NACWO’s would like to volunteer to take someone on. and put themselves forward.

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

NVS
clarified who is responsible for sending the Condition 18 report form to the Home Office. It was noted that the NVS must send the form to the Home Office and to cc in in order to keep a central record. If the vets are away, will send the form to the Home Office. also asked the committee if there were any other Condition 18 reports for 2019.

NTCO
provided an update with regards to DOPS. 103 DOPS have been written and 619 assessments completed. Well done to all of those doing the assessments.

noted that there are still places on Assessor’s course on 27th March 2019. Please continue to put people forward for this course. also noted that the Train the Trainer course next week is full.

raised the DOPS document which needed to be signed by technicians and confirmed that the deadline was today to get the document signed and sent to HR. Those who have not completed this, please make sure this is completed as soon as possible. The completed DOPS have been sent to They will pick the best ones and make them available across the UK.

has sent out the new handling forms for Home Office Handling. asked for comments and feedback. stated that she will send comments, as there were a number of them.

noted that the timing of handling training is important as the document refers to clinical signs. With little exposure, individuals found it hard to understand the terminology.

Additional Home Office handling data is being captured via a circulated questionnaires and verbal questions during visits. noted that there has not been any feedback on this data as yet.

has begun the application to gain CPD points for the Train the Trainer and Nominated Assessors course from have also started developing a Service Technicians course.

NIO
reported that they have successfully used mirrors for rehousing male mice from single house to shared housing and has a 70% success rate. will also be delivering this information at Congress this year.
The Science Festival programmes, posters and fliers are available to takeaway and circulate. AWERB 3R's will have a stand on 16th and 17th March at the Guildhall. asked that anyone who can make it, come along and have a look or join the stand. The stand has been mentioned within the Science Festival programme.

stated that 20 copies of the posters from the Technician’s 3R’s section have been requested from NC3R’s. The posters will be circulated when they are received.

The Establishment Licence from ASRU was expected back this week but is still with the Home Office.

queried whether all technicians had received the ‘Provision of Food and Water’ document from following some adjustments.

8. Operational Processes

informed the committee of the national strike by students against climate change and stated that there are demonstrations throughout Cambridge including the BP institute.

9. Outreach/Openness/Media

noted that there was footage of frogs from the facility on BBC Ideas which demonstrated the role of Xenopus in pregnancy testing.

Dates for ‘Managing Stress during Times of Uncertainty’ course are available. Sessions are for staff to attend. encouraged all to attend. It covers a wide variety of topics which includes issues such as Brexit and the effects on personal lives.

The committee discussed various rumours concerning where staff believed that they had to reapply for their own jobs. It was noted that central communications did not deliver certainty to staff at a junior level therefore assumptions were made and communicated within the facilities.

noted that the communication was not clear enough from the beginning. NACWO’s felt that they were unable to communicate any additional clarity as they were not informed.

10. Any other business

University Staff Survey

The University Staff Survey was introduced 8 years ago. stated that the survey is an important way of giving honest feedback. To protect individuals, if there are small numbers of data given from departments, individual data is not shared. If there are high numbers of responses, the department can request that the data is shared with them.

are aware that staff do not feel appreciated and valued. The survey aims to gain feedback in order to make positive changes within the University and ensure it remains an attractive employer ensuring that individuals stay within the University.

emphasised that the survey provides the opportunity to look at training and development, fair treatment and inclusion. The survey will identify whether there are any Institutional issue or more localised issues to tackle and will inform and protect individuals by informing local HR. The survey will feed into the Athena SWAN charter and the Race Equality charter.

11. Discussion Topic/Presentation
None noted.

Date of next meeting: Friday 15th March 2019