Minutes

Date  Friday, 16/02/2018
Time  1.30pm
To   Committee Members
At   [Name Redacted]
Subject Named Persons Committee

Attendees:
[Attendees listed]

Apologies: [Apologies listed]

1. Minutes- approved with minor corrections.

2. Matters arising
   [Note: Redacted text]

3. Director and Establishment Licence Holder Report
   [Note: Redacted text]

4. NACWOs
   Issues surrounding bank staff members not having training records were discussed. [Note: Redacted text]

Changes made prior to redaction 19/03/2018
Formalin. noted she had already suggested that the researcher should consult with Occupational Health. offered to speak to in regards to this issue. noted that were reluctant to offer IT support. noted there is an agreement for this support to continue and noted if similar service provision issues such as this arise, he should be notified.

 stated she is creating a new version of the AWERB Handbook. thanked NACWOs for their attendance and performance at AWERB meetings. highlighted attendance at an AWERB. This was the first time a Home Office inspector had attended an AWERB in several years. reported exceptional standards for the AWERB meeting. provided positive feedback from (a PPL licence holder) as further vindication of the AWERB process. announced dates for the Ergo Champs. New Ergo Champs will take place on 23rd April. Existing Ergo Champs will take place on the 24th of April. noted a date for gas cylinder training will be announced shortly. noted another round of “Face Fit” training took place recently at the and facilities. The relative costs of equipment were discussed. NACWOs discussed a range of practical concerns surrounding safety equipment. noted the RPE policy document has passed through Directors and Deputy Directors. He welcomed further comments. noted face-fitting will take place as soon to the induction date as possible. announced new pricing will be circulated. noted he is in the process of compiling financial half-year accounts.

6. Deputy Directors Reports
 stated help is still needed for the Science Festival on March 17th. noted an emergency action plan run-through was completed at . recommended other teams perform similar exercises and noted emergencies must become normalities. announced ammonia levels have been tested in some cages by and . She noted retesting will follow. noted a balance must be met between cage cleaning and animal welfare, as too frequent cage cleaning unsettles animals. noted that data on ammonia levels in cages is severely limited. thanked those who helped with the work experience students.

7. Named Persons Information and Updates (NVS, NIO, NTCO)
 noted water quality came up at the Health and Safety meeting. A general discussion on the pros and cons of RO water (and its different grades) and tap water then followed. The discussion centred on welfare for animals and also whether or not the type of water should be viewed as an experimental variable. noted Pseudomonas is no longer an issue at the . welcomed further research on water quality. noted NACWOs are prepared to circulate water quality reports to researchers planning projects. announced the CamTechCare will go for editing on 16th February 2018. thanked technicians who have sent in information. She announced and the team have produced articles for this edition. The magazine will be published by the Reprographics team at University of Cambridge. noted the NCRs prize ceremony will take place on the 12th of March in London and encouraged staff members to attend if possible. welcomed more photos for CamTechCare. suggested a yearly UBS photo competition.

8. Operational Processes
Changes made prior to redaction 19/03/2018
noted a security result had found a suspected infiltrator in the UK. noted a new retrospective assessment form will be coming out soon. noted 100% of end of year stats returns were received. thanked NACWOs and Deputy Directors for the information they provided. She notes questions from ASRU may follow. announced the Home Office has started looking at the revokes and has not yet looked at this year’s returns.

9. Animal Welfare and 3Rs
noted that AWERB proved its worth by making an individual re-justify the techniques used for their Project licence.

10. Outreach/Openness/Media
announced two upcoming ALAAS webinars about rats in March and April respectively. noted congress is coming up which are advertised in Events section of  There is a photo competition for congress this year. 16 attendees have been confirmed. noted she has been in touch with  and he suggested the idea of a short film focusing on “a day in the life of an animal technician”. welcomed any other Openness suggestions.

11. Any other business
thanked  and  for showing around their facilities. noted it would be a good time to review each facilities approach to staff handovers on the weekends to ensure information is adequately recorded. raised concerns in regards to the management of animal technicians, as a number of them do not directly report to NACWOs or Facility Managers. This has caused communication issues and animal welfare concerns. stated she would follow this up. questioned what the policy is for those who pass DOPs assessments and then do not meet standards. noted this will be discussed with HR. A vote took place for the UBS logo. This vote contributed to 50% of the total vote, as other criteria will also be taken into account. The logo’s design will be formalised by the Press Office. The winner received an £80 John Lewis voucher, second place received a £60 John Lewis Voucher, while third place received £40 in John Lewis vouchers. The second and third place logos are likely to also feature on the UBS website.

12. Discussion Topic/Presentation
None.

Date of next meeting: Friday 16th March