Minutes

Our Ref: Doc.UBS.NPC.16.11.18

Date  Friday, 16/11/2018
Time   1.30pm
To   Committee Members
At  Meeting Room, 1st Floor,
Subject  Named Persons Committee

Attendees:  

Apologies:  

Referenced within text:  

1. Minutes

 clarified the DOPS training within ‘Matters arising’ of the previous minutes. The minutes should reflect has worked with and the training team to clarify the time frame of the DOPS assessment following training’.

 raised that the document had spelling and grammatical errors, which have been corrected and the minutes agreed.

2. Matters arising

None

3. Establishment Licence Holder Report

 noted that she has received the Establishment Licence back from the Home Office with the most recent updates, mostly group apart from the removal of the facility, changes and the addition of as NVS. The next submission will be once The Innes building changes are complete.
The Return of Procedures: Additional Data was put on the University website. Committee members are encouraged to view the data and use for reference as required.

will be attending the HOLTIF meeting on Monday 19th November. If anyone has any issues they wish to raise regarding ASPeL or ASRU please let know.

noted that there is increasing focus on non-regulated procedures. Changes will be made to the website to make it much clearer. At the moment there is an animal research page which is accessed via a different part of the University’s website. The aim is to link this page to the University website.

used the example of the Imperial site as a good example of the method of animal research regulation. At the moment we have a light touch. The animal welfare policy of the university covers individuals abroad and relies on each individual agreeing that the welfare standards (and work carried out) are adequate/parallel to those of the University. There is currently no regulatory framework for this.

The has a clinical ethical review process and it has been discovered that there is a lot more animal research being undertaken than expected. is the NVS on the committee for the and raised a discussion regarding research conducted abroad. He asked whether or not this research should be considered under the ethical review or as a non-regulated procedure reviewed by the University’s AWERB committee. emphasised that it is not always clear and clarity is needed.

The committee discussed the development of an ethical assessment and review process for non-regulated procedures. Firstly the non-regulated procedure form will be analysed to check that it covers the main elements, potentially adding clarification of whether it has undergone an ethical review. If not the University must look at developing a committee for non-regulated assessment. The ethics committee should only be for clinical work.

highlighted that there are Health and Safety implications for the University to consider with regard to individuals conducting research abroad.

dressed the Health and Safety of overseas work. If a researcher is conducting work elsewhere, they are covered by the University’s insurance. To activate this insurance the individual must go onto the University Insurers Office Website. Validity of this insurance depends on completion of a full Risk Assessment. There is a link to the Safety Office which directs to all Risk Assessments (with examples).

noted that information needs to be disseminated more readily as individual researchers might not be aware of the insurance, risk assessments and procedure generally.

stated that a body of work will be completed in 2019 on non-regulated procedures. Until this is completed the committee is advised to continue using the non-regulated procedures forms and to continue feeding back.
4. NACWOs

[Name] queried histology samples going to the [Location] with the [Name] what is needed and when. [Name] suggested establishing the question needing an answer, and taking the relevant samples and form for that investigation. [Name] noted that samples are necessary if there is an unexpected adverse effect and a Condition 18 report completed as this is part of the investigation. [Name] also suggested having a meeting to discuss the procedure going forward with the new NVS, to make sure that everyone knows what is required.

[Name] suggested adding a generic additional appendix to the unexpected death SOP which would cover this. This has just been signed off by [Name].


[Name] will be asking the committee to complete some additional online training called Unconscious Bias which takes roughly 15 minutes. This will come through as an email shortly. Access is available on the PPD website, but a link will be sent to all. Please ensure all staff do this.

The name for [Name] has been released and will be known as the [Building]. [Name] was an eminent female scientist and a rarity of her time, she championed working Mothers among other things and was highly regarded in her team. She was an embryologist during the early days of IVF. The [Lab] in Phenomics will be closing when [Name] opens, thus her memory will be retained. [Name] family have been informed and are happy with the decision.

An email regarding changes at Deputy Director level has been circulated. [Name] is taking on the Deputy Director role of Governance and Welfare. Changes to [Name] and [Name] roles have also been made. [Name] encourages managers to disseminate the information to staff.

[Name] noted that the annual contributory increment scheme is out now. [Name] explained that as stated on the letter, if anyone has applied but does not receive the increment, please do not take that as an indicator of your standard of work. Everyone works hard and deserves to be acknowledged for that. There is a single contribution element, so if anyone feels as if they have taken on additional work and would like to apply, get in touch with their line manager. The deadline is Wednesday 12th December. Late applications will not be considered.

The Christmas party is on 14th December. The Christmas email and RSVP has not been sent out yet, but will be actioned shortly.

As of January 2019, Techniplast will provide details of filters that they are intending on changing when they service equipment, which must be agreed by managers. Managers will not need to write a purchase order number for them.
noted that unique Study Plan numbers should keep track of experiments as well as detail the Project licence holder, the personal licence holder with primary responsibility and the Biofacility. These need to be valid over 5 years in line with accreditation and auditing. have been working on this. showed the committee an example of a Study Plan on a cage card (only MCMS cage cards). This information must be captured and fed back regarding the suitability of Study Plans and a more generic procedure put in place where possible until everyone is on MCMS. There will be a meeting with all managers in the next couple of weeks to address issues raised, aiming to devise a plan which is suitable for all.

6. **Deputy Directors Reports**

None

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

thanked all who helped with modules and deputising this month who did a great job with surgery. Feedback stated that everyone who stood in had done very well. The first Train the Trainer Course and another Assessors Course have been completed, both had good feedback. is looking forward at the next course. asked if NACWOs have anyone suitable who trains, put them forward for the course.

The FELASA application is nearly complete, but it takes 6-9 months for full accreditation. By next year UBS will have FELASA accredited training.

After a lull, we are now pushing Camtral again as using MCMS for training and competency recording is still some time away.

will be joining the training team shortly.

noted that the Colony Management Workshop was held last month and went very well. There will hopefully be another workshop held on the site this year. It was clarified that the workshop would be for technicians, as researchers will be able to attend a similar workshop in early 2019 which will be organised with the working group.

Reporting on Home Office visits that have taken place: visited the facility and made contact with a surgeon to discuss specific surgical procedures. visited the and discussed the primate implantation surgery and also the culling of guinea pigs and rats. On the same day, for an unscheduled visit regarding CO2 and O2 issue and toured the facility. visited and viewed the rooms on top floor, he discussed the alarm system in the Isocages and also about one of the project licence holders regarding the use of the transfer form when moving animals from one licence to another.

CamTechCare is out in the 2\textsuperscript{nd} week of December, so if there are any articles please provide with these in the next fortnight.
PIL fees going up from £257 to £275. Invoice for last year has been received by Home Office and will be distributed in the next couple of weeks.

UAR will be holding two workshops in UBS: Monday 19th November 2018 from 10-4pm looking at the use of Social Media in animal research. The second workshop focuses on using smartphones and has been postponed until February.

Feedback was requested on Scruffing Techniques. Many of the committee had tried the technique. It was evident that the technique assisted with ease of breathing, but some felt that this caused other issues outweighing the overall benefits of the technique.

will be on maternity leave from 22/11/18 and discussed out of office and arrangements following end date.

8. Operational Processes

noted that the revised policy RPE will be distributed once approved by .

During Brexit it is expected that purchases which will be transported via ports may experience delays. Therefore, there must be timing considerations for ordering European supplies such as food and bedding. Delays are anticipated from between 2 weeks to 2 months, so all Managers must be aware and allow for this when ordering. confirmed that there will be a general increase/stock pile of supplies to avoid any delays. has had conversations with all major suppliers to try and avoid any delays. clarified that these issues will not affect the delivery of supplies through aircraft.

The Home Office current themed inspections are Non-Tail Handling and Reuse of Needles. There will be a questionnaire regarding reuse of needles and justification of their use to fill in. If use is justified, re-use may be accepted by the Home Office. clarified that the single use of needles is advocated by all Named Persons, and asked that the committee emphasise this to staff.

discussed with that it is useful to have posters with imagery of the effects on the tissue following reuse of needle. will create some posters and circulate. Photos used in PIL training are from British Diabetic Association. If there is anything Named Persons would like to be included please let know.

9. Outreach/Openness/Media

will be updating animal research pages of the University website to reflect Openness. The updates will be pictorial in line with other University pages. Please look out for changes.

Redacted minutes for all committee meetings for the last quarter have been uploaded to website.
LASA meeting in 2 weeks, attending.

NC3R’s Primate Welfare meeting: Feedback from attendees was that it seemed a bit outdated. Animal welfare did not appear to be at the forefront of some of the talks. The Strasburg talk identified that monitoring of primate welfare was controlled by committee, scored and presented to AWERB committee. The common sense aspect of welfare was not present. attended and noted that it was more anecdotal rather than evidence based.

The committee discussed ethics and decision making across the EU and the transfer of the ethical aspect of AWERB decision making. Also the difference between enforcement and implementation of laws between countries was discussed.

10. Any other business

stated that the latest security update from 4S who monitor social media and trends is that animal rights organisations are splitting into; animal rights and animal welfare. Animal rights group action is decreasing, but out of animal rights individuals are heading to animal welfare groups with Vegan links who have stated that they are threatening to reinstate tactics similar to old versions of animal rights campaigning.

reminded the committee of the Termly Staff briefings taking place at 3 different sites, is mandatory, everyone must attend. They will be looking at feedback from researchers and how UBS affects them. The first is on Tuesday 27th November in the afternoon at the clinical school.

Following on from an action point from the last meeting, noted that the PIL movement form has been amended and uploaded to the website with dates added.

11. Discussion Topic/Presentation

None

Date of next meeting: Friday 18th January 2019