

## Minutes

Our Ref: Doc.UBS.NPC.17.05.19

**Date** Friday, 17/05/2019  
**Time** 1.30pm  
**To** Committee Members  
**At** [REDACTED]  
**Subject** Named Persons Committee

**Attendees:**

[REDACTED]

**External:**

[REDACTED]

**Apologies:**

[REDACTED]

**Mentioned within text:**

[REDACTED]

### 1. Minutes

The minutes from the meeting held on Friday 15<sup>th</sup> March were approved.

### 2. Matters arising

None

### 3. Establishment Licence Holder Report

[REDACTED] noted that no central records of Balai approved registered premises are currently being kept. It was asked that all records are forwarded to [REDACTED] to be kept centrally. The [REDACTED] will need to be registered. [REDACTED] will liaise with [REDACTED] to keep the records up to date.

The new ASPeL system is due to go live on 31<sup>st</sup> August however, some technical issues are still ongoing with the Project Licences. The system has been working well with PILs and the Establishment Licence. The Establishment Licence has a query feature where you can search for units and people. All Project Licences with old style numbers will be managed separately as word documents and all current ASPeL licences will be transferred.

### 4. NACWO Reports

[REDACTED] currently remains open as the airflow needs fixing in [REDACTED]. [REDACTED] currently have a problem with grain weevil.



■■■■ currently have a condition called Sheep Scab. The sheep have been sheared earlier than usual and will be dipped on the 29<sup>th</sup> May. Organophosphates stay on the sheep for several months so it was queried how staff would handle the sheep.

The one working autoclave in ■■■■ currently has a leak and cannot be used. The autoclaves in the ■■■■ are being used for water. The autoclave should be fixed in the week commencing 20<sup>th</sup> May. Spot cleaning has been successful so far.

■■■■ also has no autoclave as the two people who can operate the steam generator are not in work. ■■■■ spoke about how many levels of a contingency plan are needed and asked the committee to think about how the ■■■■ facilities are at risk from the issues with ■■■■

■■■■ reported that ■■■■ left ■■■■ in March and an interim manager is currently in place. A job advertisement has been agreed but not yet published.

## 5. Directors Reports

■■■■ reported that the ■■■■ Summer BBQ will be held at ■■■■ on 2<sup>nd</sup> August. The poster, designed by ■■■■, will be circulated shortly.

Open days for the ■■■■ will be starting from the 8<sup>th</sup> July for which transport will be provided from town and ■■■■. An AWERB meeting will also be held in the building, date to be confirmed.

■■■■ suggested the name of this committee is changed to include those who are not named people. There has been some confusion over the respiratory protection needed for ■■■■. It was agreed that a mask travels with the person but spares are to be kept in each unit and are to be maintained to decrease risk of uncleanness.

■■■■ will be returning to work on Monday 20<sup>th</sup> May and will be resuming his role as it was before.

A card will be circulated for ■■■■ who will be retiring in June after 40 years working for the ■■■■.

■■■■ has received 122 PIL Reviews from the Home Office and will be requiring help from the NACWOs. Records should be kept up to date on ■■■■, Personal Licence holders are only being contacted if these records aren't up to date.

The ■■■■ and ■■■■ have met to review the health monitoring processes.

■■■■ noted that the PPL process has been streamlined by being brought in to the central office and is currently being bedded in.

■■■■ probation has come to an end.

■■■■ will continue providing support for one day a week until the end of July.

An FOI request has come in for the two current primate licences to be provided in full from Cruelty Free International. It was confirmed Non-Technical Summaries are available without an FOI request.

## 6. NVS Reports

■■■■ is working with users to overcome the Sheep Scab issue at the ■■■■.

■■■■ reported that they have been pushing for a better standard of Condition 18 reports at the User Group meetings. The Home Office guidance notes advise that those with reoccurring problems should be referred to AWERB. It was noted that the tamoxifen diet is a reoccurring concern, ■■■■ to speak to the AWERB 3Rs committee regarding this.



## 7. Training Centre Manager's Report

■ confirmed that the core DOPs assessments for new starters should be AM/PM checks, animal handling, and cleaning out by the end of their probation period and at least one other assessment from bottle changing, weaning, room cleaning, unit entry/exit or weighing.

■ asked the committee to ensure technicians are recording their competencies on ■ before the system will be locked down in September.

Volunteers are needed for the practical elements of the Nominated Assessors Course and Train the Trainers Course. Help is needed on 7<sup>th</sup> and 8<sup>th</sup> August for the Nominated Assessors Course, assessors should be checking availability with their NACWO.

Volunteers are needed for a rota for the practical session during PIL Course EU Module 22. ■

■ is happy to demonstrate what is needed.

110 DOPs have now been written and over 700 assessments have been completed, ■ thanked the committee.

The Nominated Assessors Course has been awarded with 6 CPD points from the IAT which means the course can be taken external and charged for. The Train the Trainer Course has had CPD points applied for but have not yet had confirmation. LASA have also been approached about CPD points, ■ will chase this up.

Changes regarding rodent health checks are being implemented to the relevant DOPs form following on from the recent NACWO meeting. Once completed they will be available on Moodle. It was confirmed that any independent group managing their own colonies but working in the University facilities should be adhering to University protocols.

It was noted that not enough people are attending the Assessors meeting and not giving notice of non-attendance. At least one person from each unit should attend.

■ asked the committee to be courteous of noise when arriving for the Named Persons Committee as the PIL Course exams are still taking place.

## 8. 3Rs/Outreach/Openness Report

The re-use of needles poster was circulated. If anybody needs any more, please put in a request to ■.

■ will circulate the NC3Rs Tech3Rs newsletter in which ■ has an article published. A video commissioned by the ■ is also available on YouTube.

NC3Rs are visiting the ■ and ■ this week looking at enrichment for animals. The next Tech Symposium will be held on 2<sup>nd</sup> October. There will be £100 prize money for a winning poster. A bursary is available from the NC3Rs to attend the meeting.

■ recently won the ■ Innovation Award at IAT Congress for her design of the "Rat Scratcher".

Both Home Office Inspectors have looked at non-tail handling, re-use of needles, Standard Condition 18 reports and cage cards during their visits earlier this year. ■ requested updates if any more recent visits have taken place.

The first Colony Management group meeting has taken place and went well. The next meeting will take place in September.

■ queried if anyone uses TAGCentre. Feedback was positive but it was noted that they are expensive to use. It was noted that ■ complete all their genotyping internally.



### 9. Any other business

The Green Impact Team were congratulated on obtaining the silver award.

█████ advised that study plans are now live on the █████ database and super users are rolling out one project at a time. █████ explained the process. █████ has added a box to tick for Health and Safety checks for GA animals which should be in the most recent version.

Independent security reports have been sent in and shows the █████ is still a green risk from animal rights extremists. Main stream animal rights activists continue to advocate no violence but █████ assured that the legislation framework has not changed and encouraged any threats to be reported through the systems available.

Those who completed the Staff Survey were thanked. The data returned shows most people enjoy working for █████ but also shows extremities at both ends of enjoyment. █████ will be working with the █████ and █████ to make changes. The data also showed a high percentage of people understood the importance of their role in research.

█████ emphasised how the reputation of █████ has grown during the last two years. The █████ and █████ have been approached by other organisations about what █████ is doing at the █████ regarding the high level of compliance.

### 10. Discussion Topic/Presentation

None

**Date of next meeting:** Friday 14<sup>th</sup> June 2019