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**Summary Minutes:** AWERB (Standing Agenda items meeting)

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**Status:** Final

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**Meeting held:** 5 October 2022 at 2pm via MS Teams

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**Present:** 14 plus 1 in attendance and 8 apologies

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1 **INTERIM ESTABLISHMENT LICENCE HOLDER**

AWERB noted that an amendment had been submitted to the Home Office to replace the current Establishment Licence Holder with an Interim Establishment Licence Holder.

2 **HOME OFFICE FACILITY AUDIT INSPECTION**

A facility audit inspection had been arranged by the Home Office, but the date had subsequently been bought forward. [Secretary note: the audit was subsequently postponed due to a case of suspected COVID].

3 **MINUTES**

The minutes of the meeting held on 21 September 2022 were confirmed as an accurate record.

4 **MATTERS ARISING**

4.1 **Item 11: AWERB Terms of Reference (03 May 2022 meeting)**

The need to add “strategy” elements to the AWERB Terms of Reference would be picked up with the interim Establishment Licence Holder

4.2 **Item 2.6: Camden Stables (8 June 2022 meeting)**

The only teaching large animals that were now at Camden were the small calves that were on regular rotation. They were in adjoining stables to where the teaching ponies had been housed and were using the outside area that the ponies had used, so there was still an issue to determine whether the area by the stables was the most appropriate emergency access point for the fire brigade. There was an additional issue that cars were being parked in this area too. This would be raised with both the interim Establishment Licence Holder and the interim Corporate Health and Safety Manager.

4.3 **Item 3.3: AWERB Budget (7 September 2022 meeting)**

The Chair was attending an external workshop on induction and training for AWERB members in Birmingham the following day which was focusing on improving induction, training and CPD for all AWERB members. Following this she would be able to provide a paper with a costed proposal of training requirements for AWERB.

4.4 **Item 5.2: Paper for senior management about the proposed BSU Virtual Tour (21 September 2022 meeting)**

This was still being written. Discussions would also be held with the interim Establishment Licence Holder.

**4.5 Item 5.3: Ethics oversight of RVC Wildlife and Pest Control used (21 September 2022 meeting)**

The Hawkshead Campus Service Manager would be attending the meeting on 2<sup>nd</sup> November to speak about pest control.

**5 REVIEWING OF RESEARCH POLICIES**

The comments that had been received on research policies would be passed to the interim Establishment Licence Holder for his input on the changes that were being proposed.

For Maintaining GA lines, this had been put on the agenda for the November meeting to discuss use of intermittent breeding strategies and a time-frame for GA mice freeing.

**6 3RS**

- 3Rs self-assessment tools: there were two 3Rs self-assessment tools available: one for research groups and one for research institutions. Both consisted of a series of questions on the 3Rs that were divided into thematic categories. PPL Holders/grant applicants would be encouraged to use the research group self-assessment tool when writing project licence and grant applications as the tool provided a realistic evaluation of 3Rs activities as well as demonstrating commitment to the 3Rs.
- BSU Users News Forum: The new NC3Rs Regional Programme Manager was planning on using this forum to provide information on webinars and seminars and disseminate information.

**7 FOI REQUESTS RECEIVED**

AWERB noted that two FOI requests had been received on the following topics:

- FOI Request: dogs and ponies
- FOI Request: Animals used in research

**8 NVS REPORT**

**8.1 Camden**

- Fish Tanks: Work had been done on improving the water condition in the tanks. The researchers had reported though about the bad quality of some of the eggs. On investigation it seemed to be one tank which was affected with fish not looking well so either needed to be culled or moved to a different group.
- Ferrets: there were still occasional occurrences of diarrhoea, but this was settling down with preventative treatment.
- Mice: There had been an issue with training in relation to aseptic techniques being used, but that had now been resolved.

**8.2 Hawkshead**

- Dog colony:
  - One bitch had whelped 10 days previously. The whelping had gone fine but the bitch had failed to rear her puppies so they were being hand fed. The bitch also had mastitis for which she was receiving treatment. Her previous litter had also had to be hand reared. She was due to be reviewed at the next dog meeting with the possible recommendation that the dog be spayed and put up for rehoming.
  - Male puppy: one of the puppies was relatively weak and small and was experiencing regurgitation and vomiting issues. He was on anti-nausea treatment.
- Horses: one of the ponies on a research study had developed laminitis and was undergoing treatment. The pony was more comfortable now and was undergoing daily monitoring. The laminitis had been identified very quickly by the PhD student on the study and the pony withdrawn from the study.

- Post orthopaedic recovery sheep: one of the sheep had presented for complete inappetence and pain. It had been placed back on analgesia and would be monitored.
- Red Legged Running Frogs: These were being held as stock animals and the researcher was planning to use them on behavioural studies (application being submitted). The animals though were over the average expected lifespan for frogs and were showing signs of bone change and weight loss. One of the frogs had to be euthanised. Its companion also had to be euthanised, as otherwise it would have been left on its own and it was not possible to move it to a different tank.
- Chickens: there had been a fight between a couple of chickens in one of the cages. One of the chickens had been bullied and had been scratched in its face. A spray had been used on the scratch and the chicken was now fine.

## 9 NACWO REPORT

### 9.1 Camden

#### 9.1.1 Teaching Animals suppliers – Camden

Teaching animal suppliers: following closure, alternative suppliers of small animals for animal handling classes were being investigated.

There were several factors that needed to be considered in deciding what route to go down including welfare of the animals coming in and the current animals already within the unit.

### 9.2 Hawkshead

There was no NACWO report from Hawkshead.

## 10 NTCO REPORT

### 10.1 Training records

AWERB reviewed a couple of training records. The following was noted:

- **Older training records:** The NTCOs have been spending a lot of time revamping and improving the training records for older licensees to make sure they were up to date and accurate.

It was also noted that as part of the pre-study requests meetings, time was spent on identifying the skills that would be needed to carry out the study, so that the assessments that would be needed could be identified in advance of the study starting, so that the NVS could be alerted accordingly.

- **Digitising training records:** A query was asked about whether there were plans to digitise the training records. Currently paper records were being used, though companies have been approached about potential software options, but they seemed very expensive for what was needed, so it was possible an inhouse option might be developed. The current focus though was on revamping the training folders and making sure they were fit for purpose before deciding whether to digitise the records.

## 11 NEW PROJECT LICENCES GRANTED BY THE HOME OFFICE

AWERB noted that one new PPL had been granted since the previous meeting.

## 12 PROJECT LICENCES AMENDED BY THE HOME OFFICE

AWERB noted that the amendment of two project licences had been approved by the Home Office.

**13 STUDY REQUESTS APPROVED SINCE THE PREVIOUS MEETING**

AWERB noted that three study requests had been approved by members of AWERB.

**14 MID TERM PPL REVIEW**

**14.1 Completion of mid term reports**

It was noted that there had been a couple of occasions recently where important information had been missing from these reports in relation to animals that have had to be euthanised or problems that had been experienced in the study. A meeting had been held with one of the licence holders to go through his mid term review, setting out the importance of these reviews and that it was not just a tick box exercise. It had been a very useful meeting and as a result the PPL Holder was now rewriting a paper that he had been in the process of publishing.

The AWERB Chair therefore recommended that when reviewing these mid or end of PPL reviews and it was noted that items were missing then these needed to be highlighted to the PPL holder for correcting.

It was also agreed that the templates for the mid term and end of project licence reviews should be amended to make it clear that condition 18 forms and other documentation such as requests to keep animals alive that have been submitted to the Home Office should be included as an appendix so that it was part of the formal review.

**14.2 Mid term reports**

AWERB noted that three mid term reports had recently been received. One of them needed further work so a meeting would be arranged with the PPL Holder to discuss further.

**15 END OF PPL REVIEWS**

One end of PPL review was received and reviewed.

**16 AWERB TERMS OF REFERENCE REVIEW**

AWERB reviewed the following and confirmed that they were being done:

Delivery:

- The NVS and NACWO will provide guidance to applicants producing applications for consideration by the Committee.
- To make records available to the Home Office upon request;
- To monitor its own agreed actions and outcomes and to communicate its work clearly and effectively to EWC and to the College;
- To embed consideration of the College's commitment to Equality and Diversity and staff and student well-being in all of its work.

**17 CONDITION 18 REPORTS**

AWERB noted that several condition 18 reports had been submitted to the Home Office.

**18 DATE OF NEXT MEETING:**

This was scheduled for 18 October at 9.30am and would be a PPL review meeting. [Secretary note: meeting subsequently cancelled].

Secretary  
13 October 2022