

**The University of Nottingham
Animal Welfare and Ethical Review Body
Thursday 7 July 2016**

MINUTES

17 members present, 7 apologies, 3 in attendance

16/34 Minutes

RECEIVED: The minutes of the meeting held on 19 May 2016.

RESOLVED: That the minutes be approved.

16/35 Matters arising from the Minutes

(a) Action log – meeting 19 May 2016 [Minute 16/23(a)]

An action log from the previous meeting had been presented to AWERB. A number of items within the log had been discussed and updates provided to members.

(b) Applications considered at the last meeting [Minute 16/25]

Two of the applications considered at the previous meeting had been discussed with the applicants and submitted to the Home Office. Another application that was considered had not yet been received following AWERB review and so had not been submitted to the Home Office.

16/36 Chair's Business

(a) Membership

REPORTED: The position of Representative of the Research Board had been filled and the member would be present at the next meeting. Three memberships had been due to end this session, these had been discussed with the members and two members had renewed their membership with another retiring. A replacement member was being sought.

16/37 Project Licence Applications

(a+b) Dr AA

Two applications had been circulated and discussed by AWERB members. Unfortunately it had not been possible for the applicant to attend the meeting. Comments would be given to the applicant to address in the application prior to being invited to present at the next AWERB.

16/38 Retrospective Review of project licences

Four retrospective reviews had been circulated and discussed by AWERB members, bearing reference to the initial applications. Areas where clarification would be beneficial in some reviews had been identified.

ACTION: The AWERB retrospective review process would be discussed, and refinements sought, during an upcoming AWERB strategy meeting. Reviewed licences would be discussed with licence holders to seek clarification where necessary.

16/39 PPL Application Process

REPORTED: Following discussion at a recent AWERB meeting (minute 16/26), a survey had been conducted to gather viewpoints of research colleagues on the PPL application process. A summary of findings had been presented and discussed by members.

It was also reported that the HOI had agreed to a meeting to discuss drafting of project licences with a small number of applicants and the named persons.

ACTION: The findings of the survey would be discussed with the local HOI, the Establishment Licence Holder and the Director of BSU at a meeting to be arranged.

16/40 MRC animal facilities - merger

REPORTED: The MRC animal facilities at Nottingham had officially joined the University structure, falling under the remit of the BSU and line managed as such. An agreement was in place to review progression on the integration after 18 months.

16/41 RSPCA/LASA Guiding Principles and the 3Rs

REPORTED: In keeping with the ongoing review of the RSPCA/LASA guiding principles, the 3Rs had been discussed by members to determine any areas of improving practice. A number of options had been raised, including increasing emphasis of the 3Rs within the AWERB cover form for project licences, highlighting significant areas of focus for each of the 3Rs, and arranging user group meetings to ensure that opportunities for implementing the 3Rs are not overlooked.

ACTION: Suggestions would be explored and user group meetings arranged.

16/42 FOI Requests

REPORTED: An FOI request had been received and questions answered according to the information held centrally according to legislative requirements.

16/43 HO licensee training courses

REPORTED: The UoN personal licensee training course is due for re-accreditation. The visit by the QA Audit group will now be conducted in August. The new EU module structure had been implemented successfully and feedback from participants was positive. Approximately 40 individuals attended the course per year.

16/44 Proposed dates of meetings in session 2016-17

REPORTED: The November meeting would begin at 11am. One member had highlighted that their licence would expire before the first meeting of session and alternative arrangements may be needed.

16/45 Approvals by Fast-Track Procedure for Report

REPORTED: Three licences had been approved by Fast-Track procedure.

16/46 Project Licences granted by the Home Office

REPORTED: One licence discussed at the previous AWERB meeting had been granted by the Home Office.

16/47 Any other business

REPORTED: Members' requirements on pig housing and feeding going forwards had been discussed. Possible options had been raised in light of the need to meet research requirements, whilst seeking to replicate commercial operations where feasible.

ACTION: Investigation on possible housing options would be continued and reported back to AWERB.