

THE UNIVERSITY OF LEEDS

ANIMAL WELFARE AND ETHICAL REVIEW COMMITTEE

Minutes
2 July 2015

Present: 10 members were present at the meeting with 2 people in attendance.

Apologies: Apologies were received from 3 members.

The Home Office inspector was welcomed to the meeting as an observer and introductions were made.

Minutes

14/77 The minutes of the meeting on 19 May 2015 were received and approved.

Matters Arising

Received paper AWERC/14/19 for information

14/78 The Named Veterinary Surgeon (NVS) gave an update on the recent agreement that no overnight holding outside the animal facilities would be permitted (min 14/67). Due to plans for developing imaging facilities it had subsequently been decided that, for safety reasons, one exception should be made to this agreement. One room in the imaging suite would be registered on the Schedule of Premises to enable radioactive animals to be kept under the required standards for long term holding and that NVS and Named Animal Care and Welfare Officer (NACWO) cover would be provided for this room.

14/79 Arrangements for Project Licence (PPL) reviews (min 14/72) were briefly discussed and it was agreed that a pro-forma would be used for the review for the time being in order to catch up. The Chair and administrator would meet to discuss the list of licences due for review and it was proposed that holders of PPLs with severe protocols should be invited to review and discuss their licences with the Committee. **ACTION: Chair and Administrator.**

14/80 As only one response to the recent request for examples of benefits arising from animal research (min 14/59) had been received it was agreed that a reminder should be sent to PPL holders with a deadline for response to the Establishment Licence Holder within a week. **ACTION: Administrator.**

Terms of Reference 1c) to 1f)

Received paper AWERC/14/20 and AWERC/14/21 for information

14/81 Following discussions at the last meeting a paper had been prepared to address points 1c) to 1f) in the terms of reference. The animal welfare reporting procedure referred to in paper AWERC/14/21 would be circulated to members. **ACTION: Administrator.**

14/82 Each of the points was considered and discussed. It was acknowledged that 1e) in relation to re-homing was not applicable because none of the projects held by PPL holders at the University involved work with species that would require re-homing. It was agreed that the points in the terms of reference would be brought together in one document which should focus on what the Committee could do to give assurance that each of these were being addressed. **ACTION: NVS and Administrator.**

14/83 This would then be reviewed annually (January/March) to align with producing the annual report.

Schedule of Business

Received paper AWERC/14/22 for information

14/84 The schedule of business would be updated following the meeting. **ACTION: Administrator.**

NACWOs' Reports

Received AWERC/14/24 for information

14/85 The Committee was told that there had been no issues relating to animal welfare since the last meeting. Due to staffing shortages the flexible use of staff across sites had proved beneficial but plans for transfer of NACWO responsibilities had been delayed until the temporary staff shortage in had been resolved.

14/86 Progress had been made regarding the planned purchase of unit management software. The Faculties had confirmed that funding would be available; advice on the tender process had been received from Central Purchasing and once the IT requirements for the specification had been received templates for the tender process would be completed. Representatives of the different groups (i.e. researchers, technical and IT staff etc.) would be involved at all stages, particularly in assessing appropriate parts of any tenders received. It was anticipated that the tender process would take six to eight weeks but it had been acknowledge that it would be advisable to avoid instigating this during the summer months when staff and external representatives would be likely to be on leave. It was agreed that the absolute deadline for completion would be by December 2015. **ACTION: Administrator, NVS & NACWOs.**

Animals in Science Committee (ASC): AWERBs regional hubs

Received paper AWERC/14/25 for discussion

14/87 The Committee supported the ASC proposal for AWERB regional hubs and would wish to be involved. However, following discussion, it was agreed that taking on the role of a hub had resource implications. The ASC should be notified that, whilst the University fully supports the concept and would participate it would not be in a position, currently, to volunteer as a hub. **ACTION: Administrator.**

PPL Amendments and Applications

14/88 No amendments to PPLs had been received since the last meeting.

Application A313

14/89 The committee discussed various aspects of the application including refinement, the age of the animals to be used, animal care and environmental enrichment. It was agreed that the applicant would be asked to make some minor changes to the application, which would be checked by the NVS, before it could be submitted to the Home Office. **ACTION: Administrator and NVS.**

Application A314

14/90 During discussion the Committee agreed that the applicant should be asked to provide a table detailing the types of genetically altered mice that would be used. For additional lines which might be added to the licence subsequently the applicant would be required to keep a local record with information about lines and their phenotypes and to raise particular concerns with the NVS and NACWO. Additional information about adverse effects should also be added to the protocols along with changes to the protocol options to define the likely/maximum number of options an individual animal would be subject to. Once the changes were made it was agreed that the application could be checked by the NVS before being submitted to the Home Office. **ACTION: Administrator and NVS.**

Application A315

- 14/91 There was considerable support for this application which was seen as providing essential training for the future of whole animal pharmacology, neuroscience and life sciences in the UK. Matters discussed included numbers/species requested and the need for greater detail (if necessary in an appendix) regarding test protocols and about injection parameters. A number of suggestions for minor changes were also made and the applicant should be asked to do a thorough check to correct a number of minor errors throughout the application, to be checked by the NVS before its submission to the Home Office. **ACTION: Administrator and NVS.**

Draft Annual Report to The University Council

Received AWERC 14/23 for discussion

- 14/92 The PEL holder introduced and explained each section of the draft report and advised the Committee that Council papers were in the public domain. The composition of Council, to involve a wide representation (including staff, students and lay members), was explained. Establishing the AWERC as a Council committee would provide wider accountability, support the openness and transparency commitment and give the governing body of the University oversight. Due to the late circulation of the draft report members were asked to submit comments by Friday 10th July. **ACTION: All.**
- 14/93 The Chair agreed to report back following the meeting of Council regarding items of particular interest. **ACTION: Chair**

Other Business

- 14/94 The NVS reported that discussions regarding reciprocal arrangements for NVS leave and emergency cover were continuing with colleagues at a neighbouring institution.
- 14/95 The Administrator reported that the Home Office online applications system (ASPeL) had been taken down for the PPL part of the process to be installed and that it was anticipated that the system would be back online from September. The University had volunteered as an early adopter of the PPL application process but involvement would depend on whether any PPL applications were received at the time when testing was due to take place. As AWERB considerations were not part of the process and would continue to be done offline it was not anticipated that this would have any significant impact on the Committee.

Date of next meeting

- 14/96 10.00 am on Tuesday 15 September 2015.