

THE UNIVERSITY OF LEEDS

ANIMAL WELFARE AND ETHICAL REVIEW COMMITTEE

Minutes
31 January 2018

Present: 8 members were present at the meeting with one person in attendance.

Minutes

- 17/48 The minutes of the meeting on 8 December 2017 were received and approved with one change to minute 17/37.
- 17/49 With regard to minute 17/34 it was agreed that new members should be invited to attend one or two meetings, before formally joining, in order to gain some experience of the Committee and its work. It was also agreed that the administrator should develop an induction pack for new AWERC members in line with LASA recommendations. **ACTION: Chair and PEL holder to speak to the individuals concerned and administrator to develop an induction pack.**

Matters arising

Received paper AWERC17/10

- 17/50 The update on actions was received for information. The Committee was told that further information (*min 17/37* and *min 17/46*) would be provided under Agenda items 5 and 8 respectively.

Establishment Licence (PEL) holder's update

- 17/51 The PEL holder thanked the NACWOs and animal care staff for maintaining animal welfare during the absence of the unit manager. It was understood that the manager would be making a phased return to work commencing in early February.
- 17/52 The University had sought clarification from the Home Office (HO) inspector of the interpretation of reporting under condition 18. The HO inspector had agreed with our interpretation.
- 17/53 The University, along with a number of other organisations, would be endorsing curricula for the use of animals in research from the end of April. Details would be published on the Pharmacological Society website and the University had agreed to promote this where possible.

Named Veterinary Surgeon's update

- 17/54 One condition 18 report had been submitted to the HO. The NVS reported that this was an isolated incidence on the protocol which involved one rat which had died two days post-surgery. The HO inspector had yet to respond.
- 17/55 One personal licence holder, who was not listed on the Schedule 1 (Sch1) competence register, had been found to be carrying out humane killing under Sch1. The licensee had been trained by their supervisor but the training and competence had not been verified by a NACWO, which is the University's required internal process for confirmation of Sch1 competencies. The individual had been stopped from working until a NACWO could carry out an assessment and amend the Sch1 register.
- 17/56 The NVS reported that he had recently considered proposals for a non-regulated student project involving the assessment of a diet for pigs. It was reported that the work would not carry any risk of adverse effects and would not cross the threshold of regulated procedures. It was agreed that a paper outlining the procedure for review and assessment of non-regulated work would be brought to the next meeting. **ACTION: NVS and administrator.**

ULBSC Report

- 17/57 The Committee was told that there had been no meetings of the ULBSC since the last AWERC meeting. With the next meeting due to be held in March a report would be brought to the Committee in May.
- 17/58 Planned refurbishment work had been discussed at a recent group meeting. It was reported that it might be necessary to register suitable alternative rooms to be used during this period. The NVS advised that animal welfare should not be compromised as a result of the changes.
- 17/59 Staffing levels due to long-term staff absence had been discussed by the group. This was discussed briefly and the Committee agreed to reflect on the situation at the meeting in March.

PPL Review Schedule

Received AWERC 17/11

- 17/60 The Chair acknowledged that the Committee had caught up with the backlog of reviews and welcomed the additional detail outlining how each type of review would be carried out by the Committee.
- 17/61 The NVS advised that two new project licence applications were being drafted and that these were likely to be presented at the next meeting.
- 17/62 The possibility of putting together a project-writing team to assist with preparing draft PPL applications was raised.

PPL Applicant Briefing (revised)

Received AWERC 17/12

- 17/63 The Committee agreed that once the small group of recent PPL applicants had been given the opportunity to comment on the final draft the revised briefing note should be put into practice. The Chair and administrator would determine what information should be in the accompanying email to applicants to ensure full instructions would be provided without any duplication. **ACTION: Chair and administrator.**

Mid-term Review

MR28

- 17/64 The Committee discussed the work which should lead to significant 3Rs refinements in the production of GA mice. Aspects discussed included the potential animal welfare improvements should the project be successful; the potential commercialisation of the final outcomes of the work; and a request for an increase in animal numbers that had been approved by the HO.
- 17/65 It was agreed that, to further improve information provided by PPL holders in their PPL reviews, the form would be amended to include an additional section "PPL amendment" to elicit information about whether a project had been amended, how it was amended and the justification for the amendment. It was also agreed that it would be helpful for the short lay paragraph to be circulated with the review form. **ACTION: Administrator.**

Schedule of Business

Received AWERC/17/13

- 17/66 The Committee received the updated schedule of business for information. The annual report from the veterinary surgeon at the farm would be added as a separate item. **ACTION: Administrator.**

Terms of Reference Oversight – Function 1a)

Received AWERC 17/14

- 17/67 The Committee was asked to consider whether there was anything else that the University might be doing to ensure oversight of function 1a). Suggestions included the possibility of having an animal welfare newsletter and the provision of information on available GA lines. The administrator (Named Information Officer and Home Office Liaison Contact) advised that: all relevant 3Rs and animal welfare information was already circulated, as appropriate,

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via a number of targeted secured email lists; general news and information, including details of GA lines and other services, was posted on the intranet site which was accessible to all animal users at the University; and the NVS was active in bringing research groups together whenever there was a possibility of collaboration or for sharing of animal tissues etc..

- 17/68 It was agreed that the user groups should be asked for their views. However, the Committee was asked to note that resources were limited. **ACTION: ULBS and user group members.**
- 17/69 The need for providing up-to-date information on the services could offer was raised and the possibility of including links to this information, when available, from the Animal Research web pages was discussed. The need to seek agreement from the PEL holder in respect of any proposed changes was noted.

AWERB Hub

(Received papers 17/07 and 17/08)

- 17/70 The Chair agreed to provide the presentation from the AWERB Hub meeting for circulation: **ACTION: Chair.**

Other Business

- 17/71 Communication had been received from a valued member of the Committee regarding plans to resign at the end of the academic year. The PEL holder agreed to contact the member concerned to extend thanks and to discuss options that might enable his membership to continue. **ACTION: PEL holder.**

Date of next meeting

- 17/72 The next meeting would be held at 14.00 on Wednesday 28 March