



## ANIMAL WELFARE AND ETHICAL REVIEW BODY (AWERB)

Minutes of a virtual meeting of the Animal Welfare and Ethical Review Body held on  
Wednesday 30 September 2020 from 10.00am to 12.00pm

### PART I – PROCEDURAL MATTERS

#### 1. Present

[REDACTED] (Chair and Establishment Licence Holder), [REDACTED]  
[REDACTED] (Representative of the Project Licence Holders), [REDACTED] (BSMS),  
[REDACTED] (Representative of the Personal Licence Holders), [REDACTED]  
[REDACTED] (Deputy Manager, BRF and Named Training and  
Competency Officer), and [REDACTED] (Named Veterinary Surgeon).

In attendance: [REDACTED] (Observer), [REDACTED] (Research  
Governance Officer) and [REDACTED] (Secretary).

Apologies for absence were received from: [REDACTED] (School of  
Psychology), [REDACTED] (Representative of the Biomedical Research Facility  
(BRF) User Group) and [REDACTED] (Local Home Office Inspector).

The Chair welcomed new Lay Member, [REDACTED] to the AWERB.

#### 2. Minutes

The AWERB **APPROVED** the Minutes of the meeting held on 2 July 2020  
(**AWERB/61/M**) as an accurate record of the meeting.

#### 3. Matters arising from the minutes

The AWERB **NOTED** an update of the current actions outstanding (**AWERB/62/01**).

3.1 Due to Covid-19 measures it had not been possible to schedule AWERB  
member visits to the BRF. With refurbishment of the BRF about to commence, visits  
would be deferred until project completion and would likely be scheduled from  
January 2021 onwards.

**[ACTION: [REDACTED] to schedule AWERB member visits to the BRF  
following completion of the BRF refurbishment.]**

3.2 The review of the AWERB's terms of reference, constitution and membership  
was considered below [minute 5. refers].

### PART II – MATTERS FOR DISCUSSION AND/OR DECISION

#### 4. Report from the Chair

The AWERB **RECEIVED** a verbal report from the Chair. Of note:

- The Chair welcomed the start of the BRF refurbishment, noting the significance of the £1M spend in the current financial climate and the University's commitment to animal research. The aim was to complete the duct cleaning by the end of December 2020 and the overall refurbishment by the end of March 2021.
- The new Pro-Vice-Chancellor (Research and Enterprise) [REDACTED] would be joining the University on 1 October 2020. [REDACTED] would assume the roles of Establishment Licence holder and Chair of the AWERB. The Chair thanked members warmly for their support and engagement with the AWERB during his tenure and looked forward to welcoming [REDACTED] to the role.

#### 5. Terms of reference for the AWERB and Application Review Group (ARG)

The AWERB **RECEIVED** and **APPROVED** the terms of reference and composition for the AWERB and ARG for the academic year 2020-2021 (**AWERB/62/02**). [REDACTED] reported that the review of the terms of reference due in 2019-2020 had been delayed due to overriding Covid-19 priorities. The review was a priority for 2020-21 and a working group had been established to take this forward, comprising:

- [REDACTED] (Named Animal Care & Welfare Officer)
- [REDACTED] (Lay Member)
- [REDACTED] (Lay Member),
- [REDACTED] (Deputy Manager, BRF and Named Training and Competency Officer)
- [REDACTED] (Named Veterinary Surgeon).

The working group would re-develop the terms of reference to focus on:

- annual AWERB objectives
- key areas for in-depth engagement each year
- issue-focused BRF activity/reporting
- training and competency activities

The working group was due to meet in October 2020 and would bring the revised terms of reference to the next AWERB meeting (12 January 2021).

**[ACTION: [REDACTED] to bring revised terms of reference and working group proposals to the next meeting.]**

#### 6. Report from the Named Animal Care & Welfare Officer (NACWO)

The AWERB **RECEIVED** an update report from the NACWO (**AWERB/61/03**) which included the NTCO report and an overview of the Covid-19 response. Key points:

- The Home Office had approved three new PPLs: [REDACTED] and [REDACTED].
- The BRF refurbishment would be starting on 12 October, with completion of the duct cleaning by the end of December 2020 and the overall project by the end of March 2021. The most disruptive element of the work would be the duct clean; an exact start date for which was to be agreed. [REDACTED] undertook to update AWERB and the Research Groups on progress.
- The HOI/NACWO working relationship was very positive and had yielded networking opportunities and contacts for guidance on specific issues.

- Surgical training had been paused during Covid-19 lockdown. Some training had resumed, and three PILs had been assessed for surgical competency and handling.
- A Condition 18 report had been submitted to the Home Office. Following discussions with the HOI the researcher had amended the PPL. This had been approved by ARG for submission to the Home Office.

**[Action: ██████████ to update AWERB and Research Groups on BRF refurbishment progress.]**

### **Covid-19 Update**

- The pattern of alternate team working (one-week BRF/one week working remotely) was still in place, though the working day had been extended to accommodate increased research activity.
- Three School of Psychology behavioural studies with rats had resumed and previously reduced colonies had been increased (by approximately 100 cages across the BRF.)
- There were no significant issues with supplies of consumables/PPE, though the type of mask had changed due to lack of availability of that originally used.
- Explicit thanks were given to the BRF Technicians and Deputy Unit Manager, and to the NVS, for their continued commitment to providing high standards of animal care and support to the researchers in the delivery of critical research projects.

### **7. Report from the Named Veterinary Surgeon (NVS)**

The AWERB **RECEIVED** a verbal report from the Named Veterinary Surgeon (NVS).  
Of note:

- There were no issues to report.
- The new Autoclave was an excellent addition to the BRF: following refurbishment it should be located to optimise easy access for all.
- The export of fish from the BRF to Munich, which had been paused due to concerns regarding infectious diseases, had resumed.

The Chair noted with thanks the resumption of routine NVS visits to the BRF.

### **8. Animals in Science Regulation Unit (ASRU): Returning to Onsite Inspections**

The AWERB **RECEIVED** the update from the ASRU (**AWERB/62/04**) confirming the resumption of routine on-site inspections. There were no planned visits at present but the HOI would be asked to schedule an additional visit to cover the BRF refurbishment.

**[Action: ██████████ to request additional HOI visit to cover the BRF refurbishment.]**

### **9. Draft Standard Operating Procedures (SOP) for the Management and Review of Research and Teaching Activities Involving Animals (Non-ASPA)**

The AWERB **RECEIVED** the draft SOP for the Management and Review of

Research and Teaching Activities Involving Animals (Non-ASPA) (**AWERB/62/05**). Items discussed included:

- The role of the AWERB in reviewing the sourcing of animal materials
- Reporting systems to capture their use in teaching and other activities
- The development of an institutional policy on animal materials

The draft SOP was **APPROVED** for submission to the Research Governance Quality Assurance Committee (RGQAC).

[Action: ██████████ to submit draft SOP to RGQAC]

#### 10. General Animal Husbandry Report

The AWERB **RECEIVED** the general animal husbandry report (**AWERB/62/06**) and **APPROVED** the proposal to set the spot-cleaning of cages as the default for the BRF, subject to AWERB approval of a Standard Operating Procedure. The draft SOP would be circulated electronically for AWERB review.

[ACTION: ██████████ to draft SOP for the spot cleaning of cages, for electronic review by the AWERB.]

### PART III – MATTERS FOR INFORMATION

#### 11. Actions of the Applications Review Group (ARG)

The AWERB **NOTED** the summary of actions undertaken by the ARG (**AWERB/62/07**) since the last AWERB meeting.

#### 12. Singly Housed Mice Report

The AWERB **NOTED** the data on singly housed mice (SHM) (**AWERB/62/08**). It was agreed that the colony percentage of SHM should be reduced and all instances of SHM recorded and justified in writing by researchers. An update SHM report would be received at the next meeting (as a standard agenda item) to include justifications for SHM.

#### 13. Animal Research: Reporting of In Vivo Experiments (ARRIVE)

The AWERB **NOTED** the updated ARRIVE guidelines. Noting that the 21 guidelines were now categorised as either 'essential' or 'recommended' (where all had previously been 'essential') the AWERB stressed the need for researchers to adhere to these in their totality.

[ACTION: ██████████ to promote the updated ARRIVE guidelines and communicate the message of adherence to all 21 guidelines.]

#### 14. Dates of future meetings

12 January 2021

13 April 2021

01 July 2021

#### 15. Any other business

There was no other business.

██████████, 30 Sept. 2020