



**Date** Friday, 25/09/2020

**Time** 1.30pm

**To** Committee Members

**At** Held virtually using MS Teams

**Subject** AWERB Operations Committee

**Attendees:**

**Apologies:**

**Mentioned within text:**

**1. Minutes**

The minutes from the meeting held on 24<sup>th</sup> July 2020 were approved after an amendment was made regarding the Training Centre costs.

**2. Matters arising**

██████████ noted that the Metacam back orders have now been fulfilled.

**3. Establishment Licence Holder Report**

One non-compliance has occurred at the ██████████. ██████████ and ██████████ are to meet with ██████████.

The report regarding the lighting problems at the ██████████ and ██████████ will be sent to ██████████.

Five Standard Condition 18 reports have been received since the previous meeting.

**4. NACWO Reports**

None

**5. Directors Reports**

██████████ asked for all NACWOs to submit an amendment form if they induct a Personal Licence holder in to their facility who has moved from another internal facility or group.

It was requested that when signing off non regulated procedure forms, the licence holder's competency for Schedule 1 on Camtral is checked. It should be made clear on the form if the facility staff are carrying out the Schedule 1. Each form should be signed before it is sent in and the start date should allow enough time for the form to be reviewed.

██████████ asked for everyone to send their capital equipment requests for the next 12 months to ██████████ if they haven't already done so.

It was suggested that everyone checks their facilities and ensures stocks are kept full ahead of Brexit.

A delivery of 1600 FP3 masks are soon to arrive at the ██████████. These are not the usual brand and therefore would usually need a new face fit test. The new brand have been ordered to a range of style and fits to suit all requirements. ██████████ will disseminate information on what masks will be

available. It was reiterated that if work involves open cages, FFP3s are still recommended. There are spare powered respirators if any of the researchers flag that their risk assessment is high.

There is a new offsite storage facility which can be used if needed.

The first external recruitment has started again with a post for a Junior Grade 2 technician.

The researchers tab on the UBS website is up and running. Notices will be put on here for researchers and a feedback area is now also available.

The staff in [REDACTED] and [REDACTED] were thanked for facilitating and supporting invigilation of the PIL Course exams. It was reported that [REDACTED] has had her baby and named her [REDACTED]. The family are well and are at home.

## 6. NVS Reports

[REDACTED] reported on the vet's annual leave.

## 7. Training Centre Manager's Report

The Training Centre have returned to [REDACTED] for the purpose of invigilating exams. The process so far is working well. The NVSs are running Module 22 practical sessions alongside the exams to work through the backlog.

The PIL and PPL Courses will continue online for the foreseeable future. Help might be needed to create some more online resources.

The new IAT term is starting in the week commencing 28<sup>th</sup> September. [REDACTED] has circulated a poster.

The NACWO course is being adapted to deliver online, this will be available in November.

[REDACTED] will be reviewing the DOPS so may contact those who had originally written them.

## 8. 3Rs/Outreach/Openness/Report

The NACWOs were thanked for their feedback on the Covid lockdown procedures for AWERB. A report will be seen at the November AWERB Standing meeting. [REDACTED] will contact those with outstanding feedback. [REDACTED] suggested feedback is also sought from the researchers, [REDACTED] will ask for this at the FOM meeting.

[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] and [REDACTED] have all had remote Home Office Inspector visits since the last meeting. There is a new Home Office Inspector, [REDACTED], taking over the central Cambridge units. All of the user group meetings have taken place for this term. [REDACTED] asked for a minimum of two weeks between all user groups and the FOM meeting when setting the next set of dates. [REDACTED] will circulate the FOM meeting dates for 2021, the first being held on 25<sup>th</sup> January.

## 9. Any other business

[REDACTED] noted that, despite an email being sent from the Registry detailing expectations regarding returning to the workplace, the current way of working should continue if it is successful. There are a lot of concerns being reported about the students returning but from the beginning, the University has been working on the worst case scenario. A Covid Operations Centre has been set up and will be managing all aspects of the track and trace system within colleges and university buildings. If anyone has any Covid queries they should be directed to covid-helpdesk.admin.cam.ac.uk.

Two new NACWOs have been added to the Establishment Licence, [REDACTED] and [REDACTED].

[REDACTED] has circulated a poster to be put up in changing areas. It is encouraging those using the NHS Track and Trace app to pause it while their phones are left in their lockers. University staff can access either the NHS testing system or the university's testing system. Using the university's testing system is being encouraged as the data is being used to look for and respond to local outbreaks. The University will be using the NHS track and tracing system. Posters using the NHS QR code will be put up in the communal areas of the university.

## 10. Discussion Topic/Presentation

None

**Date of next meeting:** Friday 23<sup>rd</sup> October 2020