

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

ANIMAL WELFARE AND ETHICAL REVIEW BODY

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A **QUORUM: 6** to include:

the Named Animal Care and Welfare Officer (category 2) and
the Named Veterinary Surgeon (category 3) and
a Project Licence Holder (category 6) and
a Personal Licence Holder (category 7).

B **GENERAL**

B.1 The Animal Welfare and Ethical Review Body (**AWERB**) is a committee of the Academic Board and is the University's Animal Welfare and Ethical Review Body required by the Animals (Scientific Procedures) Act 1986 (**ASPA**). The University is defined as a 'User Establishment' under the provisions of ASPA.

B.2 The Vice-Chancellor will commission a biennial review of the operation of AWERB¹.

C **TERMS OF REFERENCE**

C.1 To ensure that at all times, the University and the AWERB operate in accordance with:

- i the Animals (Scientific Procedures) Act 1986;
- ii the following guidance:
 - a relevant Home Office guidance (specifically 'Guidance on the Operation of the Animals (Scientific Procedures) Act 1986' (or equivalent)) issued from time-to-time by the Home Office)² and
 - b the 'Guiding Principles on Good Practice for Animal Welfare and Ethical Review Bodies' (or equivalent), issued from time-to-time by the Royal Society for the Prevention of Cruelty to Animals (**RSPCA**)³.

C.2 To define, develop and foster a culture of care that underpins good practice and ensures caring and respectful attitudes and behaviours towards animals.

C.3 To encourage acceptance of responsibility and accountability in all aspects of animal care use and in accordance with the Concordat on Openness on Animal Research.

¹ The purposes of review is to establish that the AWERB and the University are operating in accordance with the ASPA and relevant guidance (C.1, refers) and in accordance with the principles of good governance.

² <https://www.gov.uk/government/publications/operation-of-aspa>

³ http://www.lasa.co.uk/PDF/AWERB_Guiding_Principles_2015_final.pdf

Animal Welfare and Ethical Review Body

Effective: 30 September 2020

References: Academic Board: Chairman's Action 13 October 2016, effective 1 September 2016;

- C.4 To establish and keep under regular review, procedures and protocols (including management systems) for monitoring, reporting and following-up on the acquisition, welfare and proper use of animals at the University.
- C.5 To establish and keep under review protocols for record keeping such that any advice given or decisions taken by the AWERB are properly documented, available to inspectors and retained for not less than three (3) years.
- C.6 To support Named People, and other staff dealing with animals, on animal welfare and ethical issues.
- C.7 To promote the development and uptake of the 3Rs of animal welfare (refinement, reduction and replacement) and advise staff on how to apply them.
- C.8 To review all proposals for project licences, to consider how the 3Rs are being applied, and to advise the Establishment Licence Holder¹ on their acceptability, noting that certain categories of project would require consideration and approval by the Animals in Science Committee⁴.
- C.9 To determine protocols to enable the AWERB, as appropriate, to 'fast-track' proposals and a protocol for approval by Chairman's Action.
- C.10 Throughout the terms of approved projects (retrospectively where that is a requirement), to follow their development and outcomes, including the effect on any animals used, so that lessons learned can be used to further apply the 3Rs.
- C.11 To advise on the re-homing of animals, including the arrangements for appropriate socialisation.
- C.12 To respond to enquiries and to consider advice received from the Animals in Science Committee⁵.
- C.13 To report to the Vice-Chancellor any concerns relating to animals which it has not otherwise been possible to resolve via normal channels, including matters that might adversely affect the reputation of the University.
- C.14 To prepare and present an Annual Report to the Vice-Chancellor in his or her capacity as Chairman of the Academic Board.
- C.15 To promote dialogue between Named Persons, Personal and Project Licence Holders and other staff in order to ensure that the planning and management of animal production, care and use, are informed by local knowledge and expertise.
- C.16 To advise the Establishment Licence Holder⁵.
- C.17 To provide a forum for discussion and the development of ethical advice to the Establishment Licence Holder on all matters related to animal welfare, care and use at the University.
- C.18 To develop and keep under review, a programme of business that will enable the Committee to meet the requirements of ASPA and relevant guidance^{1 and 2}.

D COMPOSITION

- D.1 The Chair of the Committee will be appointed by the Vice-Chancellor.

⁴ The Animals in Science Committee is a national committee established by the Home Office.

⁵ The University's Establishment Licence Holder is the Secretary and Registrar.

D.2 Non-ex officio membership of the Committee shall be by invitation of the Vice-Chancellor.

D.3 **Category 4: 'A person with suitable credentials external to the University'**
The required credentials of the member in this category must be acceptable to the Secretary of State.

(Note:

The Home Office is likely to accept a nomination of an individual who is actively engaged in science using animals and who is willing to commit time to the work of the AWERB.)

D.4 **Category 9: 'Establishment Licence Holder'**

It is a requirement that the member in category 9 attends at least one meeting per academic year.

D.5 **Category 12: 'Named Training and Competency Officer'**

It is a requirement that the member in category 12 is actively engaged with the AWERB and its work.

D.6 **Category 13: 'Named Information Officer'**

It is a requirement that the member in category 13 is actively engaged with the AWERB and its work.

Categories identified as mandatory in the Home Office guidance²

1	Chair appointed by the Vice-Chancellor	1
2	The Named Animal Care and Welfare Officer (NACWO) (or named alternate)	1
3	The Named Veterinary Surgeon (or named alternate)	1
4	A person with suitable credentials external to the University	1

Discretionary categories

5	A representative of the University able to demonstrate an appropriate level of independence	2
6	Project Licence Holders	2
7	Personal Licence Holders	2
8	Director of Health, Safety and Workplace Wellbeing (ex officio)	1
9	Establishment Licence Holder	1
10	Home Office Liaison Officer	1
11	Named Compliance Officer	1
12	Named Training and Competency Officer	1
13	Named Information Officer	1
14	Up to 2 (Two) Representatives of the School of Life and Medical Sciences	2
		18

Officers in attendance

Clerk

E **GOVERNANCE AND OPERATION OF THE ANIMAL WELFARE AND ETHICAL REVIEW BODY**

E.1 The AWERB:

- i is a committee of the Academic Board and will conduct its business in accordance with the Standing Orders of the Academic Board;
- ii will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;
- iii will meet not less than three (**3**) times in each academic year (normally once each term) and formal minutes of the Committee's proceedings will be published and circulated by Governance Services;
- iv will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

E.2 **Committee records**

E.2.1 The primary record of the AWERB's business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

E.2.2 In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University's Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

E.2.3 In accordance with Terms of Reference C.5, the AWERB will establish and keep under review protocols for record keeping such that any advice given or decisions taken by the AWERB are properly documented, available to inspectors and retained for not less than three (**3**) years. The Clerk is responsible for ensuring that these protocols are observed and that records are complete and accurate.