

## **HARPER ADAMS UNIVERSITY COLLEGE**

### **Animal Ethics Committee**

#### **Terms of Reference**

##### **Constitution**

1. The Board of Governors has established a committee of the Board of Governors known as the Animal Ethics Committee.

##### **Membership**

2. The Committee and its Chairman shall be appointed by the Board of Governors. The holder of the College's Home Office Certificate will be the Chairman of the Committee. The other members will be:

Vice Principal

2 Project Licence Holders

1 Personal Licence Holder

Named Animal Care and Welfare Persons

Named Veterinary Surgeon

2 members not involved in animal work, at least one of whom shall be a lay member appointed by the Board of Governors

##### **Authority**

3. The Committee is authorised by the Board of Governors to ensure that:
  - i) all animal use under the Animal (Scientific Procedures) Act 1986 is carefully considered and justified
  - ii) proper account is taken of all possibility for the reduction, refinement and replacement of the use of animals under the above mentioned Act
  - iii) that a 'culture of care' is created by ensuring that all staff associated with animal work are appropriately trained and are competent to undertake their role
  - iv) it obtains a report from recipients of project licences at the end of the project which includes the results achieved, any resulting published work and any unforeseen ethical issues raised by the project
4. In cases of urgency the Chairman will be empowered to act on behalf of the Committee and to report his actions to the next meeting of the Committee.

##### **Duties**

5. The duties of the Animal Ethics Committee shall be:
  - a) To examine applications for new project licences and amendments to existing licences, with reference to the likely costs to the animals, the expected benefits of the work and the balance between these considerations. The Committee will have the right to approve an application for submission to the Home Office, to reject an application or to request amendment to an application

- b) To ensure that applicants for project and personal licences have fully considered opportunities to minimise the use of animals through replacement, reduction or refinement of experimental procedures. The Committee will have the right to request amendment to an application or reject an application in instances where evidence is not available that such full consideration has been made
- c) To review current projects and consider the outcome of completed projects in the context of the aims of replacement, reduction and refinement
- d) To ensure the adequacy of animal care and animal accommodation in relation to each licensed procedure
- e) To ensure that all staff involved in animal work are appropriately trained and are competent in the care and management of animals
- f) To ensure that staff working with animals are aware of the availability of information relating to alternatives to the use of animals
- g) To promote awareness of the responsible use of animals within the College

#### **Attendance at meetings**

- 6. The Committee may, from time to time, invite other members of the College to provide specific advice and comment on applications for project or personal licences or amendments to project or personal licences.
- 7. The Home Office Inspector will be able to attend meetings to assess the effectiveness of the ethical review process and to offer advice about the process, as required.

#### **Frequency of meetings**

- 8. Meetings shall normally be held at least three times each academic year. The Chairman of the Animal Ethics Committee may request an additional meeting if it is considered necessary. In addition, the Committee may be required to meet from time to time to consider specific ethical issues, in accordance with the approved procedures for the operation of the Committee.

#### **Reporting procedures**

- 9. Minutes of the meetings of the Committee will be submitted for information to meetings of the Board of Governors. The Committee shall produce an annual report for the Board of Governors summarising the extent of its activities. Copies of minutes will be relayed to the Research Ethics Committee.

#### **Clerking arrangements**

- 10. The Head of the Animal Production & Science Group will be the Clerk to the Animal Ethics Committee.

## **Ethical Review Process**

### **Introduction**

1. The Animal (Scientific Procedures) Act 1986 regulates 'any experimental or other scientific procedure applied to a protected animal which may have the effect of causing that animal pain, suffering, distress or lasting harm'. The Secretary of State requires that an ethical review process be maintained in each establishment designated under section 6 or 7 of the Act. Every establishment is required to explain to and test with the Animals (Scientific Procedures) Inspectorate a viable ethical review process. The satisfactory performance of this requirement is a standard condition for the continued operation of the Home Office licence.
2. The aims of the ethical review process are to:
  - i) provide independent ethical advice to the Certificate Holder, particularly with respect to project licence applications and standards of animal care and welfare
  - ii) provide support to named people (under the Act) and advice to licensees with regard to animal welfare and ethical issues arising from their work
  - iii) promote the use of ethical analysis to increase awareness of animal welfare issues and develop initiatives leading to the widest possible application of the principles of reduction, refinement and replacement (the 3Rs).

### **The Animal Ethics Committee**

3. The role of the Animal Ethics Committee is outlined in its Terms of Reference.

## **Animal Ethics Committee**

### **Membership 2010/2011**

#### **Members**

University College Secretary	-	Dr C E Baxter (Chairman)
Vice Principal	-	Professor P Mills
2 Project Licence Holders	-	Dr L Sinclair
	-	Dr P Rose
1 Personal Licence Holder	-	vacancy
Named Animal Care and Welfare Persons	-	Mr R Hooper
		Mr J Protheroe
Named Veterinary Person	-	Mr W May
2 members not involved in animal work one of whom shall be a lay member appointed by the Board of Governors Chairman of Research Ethics Committee	-	Mr C Gurney
	-	Dr M Rutter

#### **In Attendance**

Head of the Animal Production & Science Group	-	Mr C A Ellis	(Secretary)
Home Office Inspector	-	Dr P Finnemore	

July 2010