

HARPER ADAMS UNIVERSITY

Animal Welfare and Ethical Review Body

Terms of Reference

Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the Animal Welfare and Ethical Review Body.

Membership

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

Deputy Vice-Chancellor

At least 2 Project Licence Holders

At least 1 Personal Licence Holder

Named Veterinary Surgeon

Named Animal Care and Welfare Officer

Named Training and Competency Officer

Named Information Officer

At least 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 Body 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 in accordance with the ASPA Schedule 3 part 2 para 6 (3) of all aspects of welfare, of animals in relation to their acquisition, accommodation, care and use
 - ii) Application the the s "R"s and ensure that all persons involved in licenced work are kept informed of relevant technical and scientific developments
 - iii) consider reports to ensure that the Body can be confident that the University is meeting all of its obligations as specified in ASPA Guidance section 10
 - iv) ensure 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 considers and approves all project licences prior to submission to the Home Office and obtain reports from recipients of project licences during and at the end of the project which includes the information on use of animals, 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 Body and to report his actions to the next meeting of the Body.

Duties

5. The duties of the Animal Welfare & Ethical Review Body 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 Body 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 Body will have the right to request amendment to an application or reject an application in instances where evidence if not available that such full consideration has been made
 - c) To review progress of 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 and to advise on re-homing
 - 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 University

Attendance at meetings

6. The Body may, from time to time, invite other members of the University 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 Body may request an additional meeting if it is considered necessary. In addition, the Body 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 Body.

Reporting procedures

9. Minutes of the meetings of the Body will be submitted for information to meetings of the Board of Governors. The Body 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 Agriculture & Environment Department will be the Secretary to the Animal Welfare and Ethical Review Body.

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 Welfare and Ethical Review Body

3. The role of the Animal Welfare and Ethical Review Body is outlined in its Terms of Reference.

Membership 2020/2021

Members

Chairman
University Secretary
Deputy Vice-Chancellor
At least 2 Project Licence Holders

1 Personal Licence Holder
Names Veterinary Surgeon
Named Animal Care and Welfare Officer
Named Training and Competency Officer
Named Information Officer
At least 2 members not involved in animal work one of whom shall be a lay member appointed by the Board of Governors

Dr A Mackenzie
Dr C E Baxter
Prof M Lee
Prof L Sinclair
Mr A Stewart
Dr R Wilkinson
Mr M Dickinson
Mr R Hooper
Dr S Mansbridge
Mrs K Holmes
Dr T Watson
Prof D Arnold

Chairman of Research Ethics Committee

Dr F Vrieskoop

In Attendance

Head of the Department of Agriculture & Environment
(Secretary)
Home Office Inspector

Dr A Wilcox

Dr F Lonsdale/Mrs Katherine Knight

October 2020