

HFEA Executive Licence Panel Meeting

12 August 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 7

Centre 0105 (London Women's Clinic) – Application for a change of Person Responsible (PR)

Members of the Panel: Peter Thompson, Director of Strategy and Information (Chair) Mark Bennett, Director of Finance & Facilities Danielle Hamm, Policy Manager	Committee Secretary: Terence Dourado
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The following papers were considered by the Panel:

- Executive Summary
- Application Form for change of PR
- PR resignation letter
- Letter from Licence Holder
- PR acceptance letter
- CV of proposed PR
- Two references in support of proposed PR

The Panel also had before it:

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance


- HFEA Directions 0000 – 0012
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

Consideration of Application

1. The Panel noted that the Centre's current Person Responsible (PR) resigned from her role on 11 June 2010, but had agreed to remain as PR until a replacement had been approved by the ELP.
2. The Panel noted that it was now in receipt of an application and supporting documentation for the proposed PR, Mrs Tourandokht Arian-Schad, and it was satisfied that these documents were in compliance with Directions 0008.
3. The Panel noted the proposed PR has completed the HFEA PR Entry Programme (PREP) and her qualifications satisfied the requirements of section 16 (2) of the HFEA Act 1990 (as amended). Furthermore, the Panel noted that the proposed PR had two references which both attested to her suitability for the role.
4. The Panel noted that the Inspector recommended the appointment of the proposed PR.

The Panel's Decision

5. The Panel agreed to vary the Centre's licence to recognise Mrs Tourandokht Arian-Schad as the Person Responsible in accordance with Section 18A of the HFE Act (as amended).

Signed:  Date: 13/8/10.

Peter Thompson (Chair)