

# HFEA Executive Licensing Panel Meeting

## 10 August 2012

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

### Minutes – Item 4

#### Centre 0019 – (Aberdeen Fertility Centre) – Variation of Licence to Change Person Responsible

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Danielle Hamm, Senior Policy Manager David Moysen, Head of Information Technology	Committee Secretary: Joanne McAlpine
--	---

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

#### 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 Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

## Consideration of Application

1. The Panel considered the papers, which included an executive summary, an application to change the Person Responsible (PR), a resignation letter from the outgoing PR, an acceptance letter from the proposed PR, a letter of support from the Licence Holder and references and a CV for the proposed PR.
2. The Panel noted that the current PR, Dr Mark Hamilton, has confirmed his wish to resign and that he will be stepping down on 6 August 2012. However, Dr Hamilton has confirmed that he is aware of his responsibilities and will continue in the PR role until the new PR has been appointed.
3. The Panel noted that the proposed PR, Dr Abha Maheshwari, has written a letter confirming that she is willing to assume the responsibility of the role of PR if approved by the Panel.
4. The Panel noted that Dr Maheshwari has satisfactorily completed the PR Entry Programme, her CV shows that she is a senior lecturer and consultant in Reproductive Medicine and demonstrates that she has appropriate academic qualifications in the field of medical sciences.
5. The Panel noted that two references supporting the application have been submitted.
6. The Panel was satisfied as to the character and qualifications of the proposed PR and that she meets the requirements of the HFE Act 1990 (as amended) in relation to section 16(2).
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr Abha Maheshwari as the Person Responsible.

## Decision

8. The Panel agreed it was in receipt of the supporting documentation as required by the HFE Act 1990 (as amended) in relation to section 16(2), which sets out the requirements of a PR.
9. The Panel endorsed the Inspectorate's recommendation and approved Dr Abha Maheshwari as the Person Responsible.

Signed:



Juliet Tizzard (Chair)

Date:

20/8/12