

# HFEA Executive Licensing Panel Meeting

28 November 2012

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

## Minutes – Item 4

### Centre 0316 – (Centre for Reproduction & Gynaecology Wales (CRGW)) – Variation of Licence to Change Person Responsible

Members of the Panel:	Committee Secretary:
Juliet Tizzard, Head of Policy & Communications (Chair)	Joanne McAlpine
Jasper Squire, Computer Programmer	
Paula Robinson, Head of Business Planning	

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:

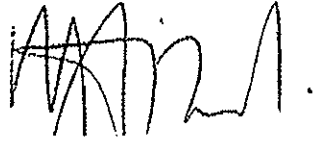
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 and a CV and references for the proposed PR.
2. The Panel noted that an application was received by the HFEA to change the PR at centre 0316 (Centre for Reproduction & Gynaecology Wales (CRGW)). This included a letter from the current PR, Dr Umesh Acharya, confirming his resignation and proposing Mr Lyndon Miles as the replacement PR.
3. The Panel noted that the proposed PR, Mr Lyndon Miles, has confirmed that he is willing to assume responsibility as the PR if the Panel approves the application.
4. The Panel noted that Mr Miles's CV demonstrates that he possesses the appropriate academic qualifications and has more than two years practical experience.
5. The Panel noted that the application includes two references in support of the appointment of Mr Miles.
6. The Panel had no concerns regarding the character and qualifications of the proposed PR, or his ability to carry out his duties under section 17 of the HFE Act 1990 (as amended).
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Mr Miles 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 to appoint Mr Lyndon Miles as the Person Responsible for the Centre for Reproduction & Gynaecology Wales (CRGW) (Centre 0316) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).
10. The Panel confirmed that it is the responsibility of the newly-appointed PR to act on any recommendations outstanding from the last inspection within the timescales prescribed in the inspection report.

A handwritten signature in black ink, appearing to read 'Juliet Tizzard', with a small dot at the end.

Signed:  
Juliet Tizzard (Chair)

Date: 10/12/2012

