

HFEA Executive Licensing Panel Meeting

15 March 2013

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

Minutes – Item 5

Centre 0070 – (The Bridge Centre) – Variation of Licence to change the Person Responsible

Members of the Panel: Mark Bennett – Director of Finance and Facilities (Chair) Ian Peacock – Analyst Programmer Matthew Watts – Regulatory Policy Manager	Committee Secretary: Rebecca Loveys
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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 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 a completed application form, an acceptance letter, CV and two references from the proposed Person Responsible (PR), and a resignation letter from the outgoing PR.
2. The Panel noted that the current PR, Dr Alan Thornhill, who is a member of the HFEA, has written a letter confirming his resignation.
3. The Panel noted that the proposed PR, Ms Janine Elson, has written a letter confirming her willingness to assume the role.
4. The Panel noted that Ms Janine Elson has successfully completed the PR Entry Programme.
5. The Panel noted that the proposed PR is suitable for the role and has the qualifications and experience required based on the evidence in the report and its supporting documents.
6. The Panel noted the two favourable references in support of the application.
7. The Panel noted that the current and new PR will work together to ensure a smooth handover of the role.

Decision

8. The Panel agreed it was in receipt of the supporting documentation and information as required by the HFE Act 1990 (as amended) in relation to section 16(2), which sets out the requirements with regard to the role of PR.
9. The Panel endorsed the Inspectorate's recommendation and agreed to appoint Ms Janine Elson as the Person Responsible at The Bridge Centre (0070), in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:

Mark Bennett (Chair)



Date:

26 March 2013