

# HFEA Executive Licence Panel Meeting

## 12 August 2011

21 Bloomsbury Street London WC1B 3HF

### Minutes – Item 3

#### Centre 0026 (BMI Priory Hospital) –Variation of licence to change the Person Responsible (Treatment & Storage)

Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Nick Jones, Director of Compliance Danielle Hamm, Policy Manager	Committee Secretary: Joanne McAlpine
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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

1. The Panel noted that an application to change the Person Responsible (PR) at this centre has been received.
2. The Panel noted correspondence from the current PR, Mr Robert Sawers, confirming his resignation.
3. The Panel noted correspondence from the proposed PR, Mrs Madhurima Rajkhowa, confirming that she is willing to assume the responsibility of the role.
4. The Panel noted that the proposed PR has supplied her CV, has obtained academic qualifications in the field of reproductive medicine and is registered with the General Medical Council.
5. The Panel noted that the proposed PR has also held the post as the PR for Ninewells Hospital (Centre 0004) during the period of August 2004 to March 2009.
6. The Panel was satisfied that the character and qualifications of the proposed PR meet the requirements of the HFE Act 1990 (as amended) in relation to section 16(2).
7. The Panel noted that the appropriate references have been provided in support of Mrs Rajkhowa's appointment.
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Mrs Madhurima Rajkhowa as the Person Responsible.

## Decision

9. 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.
10. The Panel agreed to the Inspectorate's recommendation to appoint Mrs Madhurima Rajkhowa as the PR for BMI Priory Hospital (Centre 0026) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:   
Mark Bennett (Chair)

Date:

17 August 2011