

# HFEA Executive Licensing Panel Meeting

10 May 2013

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

## Minutes – Item 6

### Centre 0026 – (BMI The Priory Hospital) – Change of Person Responsible

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Nick Jones – Director of Compliance Ian Peacock – Analyst Programmer	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, Mrs Madhurima Rajkhowa, has written a letter confirming her resignation.
3. The Panel noted that the proposed PR, Mrs Jane Cuthbert, has written a letter confirming her willingness to assume the role.
4. The Panel noted that Mrs Jane Cuthbert has successfully completed the PR Entry Programme.
5. The Panel noted that Mrs Jane Cuthbert was previously the Licence Holder at centre 0026.
6. The Panel noted that the proposed PR has the qualities and experience required for the role.
7. The Panel noted two favourable references in support of the application.

## 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 to appoint Mrs Jane Cuthbert as the Person Responsible at BMI The Priory Hospital (0026), following Mrs Madhurima Rajkhowa's resignation, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:   
Juliet Tizzard (Chair)

Date:

15/5/13