

# HFEA Executive Licensing Panel Meeting

20 September 2013

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

## Minutes – Item 3

### Centre 0030 – (Herts and Essex Fertility Centre) – Change of Person Responsible

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Paula Robinson – Head of Business Planning Nick Jones – Director of Compliance and Information	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 in favour of the proposed PR (Person Responsible), and a resignation letter from the outgoing PR.
2. The Panel noted that the current PR, Mr Andrew Glew, has written a letter confirming his resignation.
3. The Panel noted that the proposed PR, Mr David Ogutu, has written a letter confirming his willingness to assume the role.
4. The Panel noted that Mr Ogutu has successfully completed the PR Entry Programme.
5. The Panel noted that the proposed PR has the qualifications and experience required for the role.
6. The Panel noted two favourable references in support of the application.

## Decision

7. The Panel had regard to its decision tree. It was satisfied that the character and qualifications of the proposed PR were suitable.
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 Mr David Ogutu as the Person Responsible at Herts and Essex Fertility Centre (0030), following Mr Andrew Glew's resignation, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:   
Juliet Tizzard (Chair)

Date: 26 September 2013