

# HFEA Executive Licensing Panel Meeting

13 December 2013

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

## Minutes – Item 6

### Centre 0098 – (Lanarkshire Acute Hospital NHS Trust) – Change of Person Responsible

<b>Members of the Panel:</b>	<b>Panel Secretary:</b>
Mark Bennett – Director of Finance and Facilities (Chair)	Lauren Crawford
Rachel Hopkins – Head of Human Resources	
Hannah Verdin – Interim Head of Policy and Communications	

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 for a change of Person Responsible (PR), an executive summary, Executive Licensing Panel minutes, CV for the proposed PR and a letter of resignation from the current PR.
2. The Panel noted that the current PR has written a letter of resignation.
3. The Panel noted that the proposed PR, Dr Seema Jain, has satisfactorily completed the PR Entry Programme.
4. The Panel noted that Dr Jain has confirmed by email that she is willing to assume the role of PR.
5. The Panel considered from Dr Jain's CV that her character, qualifications and experience are such that she is able to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
6. The Panel noted that all information required under General Directions 0008 has been provided.
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr Jain as the Person Responsible.

## Decision

8. The Panel agreed it was in receipt of the appropriate documentation 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 vary the licence of Lanarkshire Acute Hospital NHS Trust (Centre 0098) with immediate effect in order to appoint Dr Seema Jain as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended)

Signed:

Date:23/12/2013



Mark Bennett (Chair)