

HFEA Executive Licensing Panel Meeting

8 August 2014

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

Minutes – Item 4

Centre 0007 – (Hewitt Fertility Centre) – Change of Person Responsible

Members of the Panel: Rachel Hopkins – Head of Human Resources (Chair) Joanne Anton – Policy Manager Matthew Watts – Regulatory Policy Manager	Committee Secretary: Dee Knoyle
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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 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 executive summary, Executive Licensing Panel minutes and a CV from the proposed Person Responsible (PR).
2. The Panel noted that the proposed PR, Ms Karen Schnauffer was willing to assume the responsibility of the role of PR.
3. The Panel noted that the proposed PR, Ms Schnauffer, had satisfactorily completed the PR Entry Programme.
4. The Panel noted from Ms Schnauffer's CV that she had suitable qualifications for the role of PR at a treatment and storage centre.
5. The Panel noted from the information provided that the character, qualifications and experience of the proposed PR were 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 had been provided.
7. The Panel noted the Inspectorate's recommendation to consider varying the centre's licence to appoint Ms Schnauffer 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 agreed to vary the licence of the Hewitt Fertility Centre (0007) with immediate effect in order to appoint Ms Schnauffer as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).
10. The Panel endorsed the Inspectorate's recommendation to ask Ms Schnauffer to ensure that any outstanding recommendations documented in the 2014 interim report are fully implemented.



Signed:
Rachel Hopkins (Chair)

Date: 18 August 2014