

HFEA Executive Licensing Panel Meeting

14 November 2014

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

Minutes – Item 3

Centre 0051 – (Cambridge IVF) – Change of Person Responsible – Treatment & Storage Centre

Members of the Panel: Juliet Tizzard – Director of Strategy & Corporate Affairs (Chair) Rachel Hopkins – Head of HR Hannah Verdin – Head of Regulatory Policy	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, previous licensing minutes, and a CV and letter of acceptance from the proposed Person Responsible (PR).
2. The Panel noted that the proposed PR, Mr Stephen Harbottle, was willing to assume the responsibility of the role of PR.
3. The Panel noted that the proposed PR had satisfactorily completed the PR Entry Programme (PREP), and his certificate number was provided.
4. The Panel noted from Mr Harbottle's CV that he 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 he 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 vary the centre's licence to appoint Mr Harbottle 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 Cambridge IVF (centre 0051) with immediate effect in order to appoint Mr Stephen Harbottle as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:
Juliet Tizzard (Chair)

Date: 25 November 2014