

# Human Fertilisation and Embryology Authority

## Minutes of the Executive Licensing Panel

Meeting held at HFEA, Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on  
**22 May 2015**

### Minutes – item no. 8

Centre 0259 (Epsom and St Helier NHS Trust) – Variation Change of Person Responsible (PR)

#### Members of the Panel:

Juliet Tizzard  
Director of Strategy & Corporate Affairs (Chair)  
Joanne Anton  
Policy Manager  
Paula Robinson  
Head of Business Planning

#### Members of the Executive in attendance:

Sam Hartley  
Head of Governance & Licensing  
Dee Knoyle  
Committee Secretary

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 the 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 the 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 the 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, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
2. The panel noted that the proposed PR, Ms Carolyn Croucher, is willing to assume the responsibility of the role of PR.
3. The panel noted that the proposed PR has satisfactorily completed the PR Entry Programme (PREP), and her certificate number was provided.
4. The panel noted from Ms Croucher's CV that she has suitable qualifications for the role of PR.
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 has been provided.
7. The panel noted the Inspectorate's recommendation to vary the centre's licence to appoint Ms Carolyn Croucher 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 Epsom and St Helier NHS Trust (centre 0259) with immediate effect in order to appoint Ms Carolyn Croucher as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).

Signed:

Date: 3 June 2015



Juliet Tizzard (Chair)