

Executive Licensing Panel - minutes

Centre 0307 (Complete Fertility Centre Southampton) – Variation Change of Person Responsible (PR)

Friday, 4 September 2015

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

Panel members	Paula Robinson (Chair) David Moysen Nick Jones	Head of Business Planning Head of IT Director of Compliance & Information
Members of the Executive	Trent Fisher Sam Hartley	Secretary Head of Governance & Licensing
External adviser	None	
Observers	Howard Ryan	Technical Report Developer

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:

- 8th edition of the HFEA Code of Practice
 - Standard licensing and approvals pack for committee members
- The panel had before it:

1. Consideration of application

- 1.1. 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).
- 1.2. The panel noted that the proposed PR, Ms Julia Paget, is willing to assume the responsibility of the role of PR. The panel also noted that the existing PR, Professor Nick Macklon, wished to step down from the role of PR, and had submitted a separate application to the panel to become the clinic's Licence Holder.
- 1.3. The panel noted that the proposed PR has satisfactorily completed the PR Entry Programme (PREP), and her certificate number was provided.
- 1.4. The panel noted from Ms Paget's CV that she has suitable qualifications for the role of PR.
- 1.5. 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).
- 1.6. The panel noted that all information required under General Directions 0008 has been provided.
- 1.7. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Ms Julia Paget as the Person Responsible.

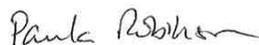
2. Decision

- 2.1. 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.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of Complete Fertility Centre Southampton (centre 0307) with immediate effect in order to appoint Ms Julia Paget as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

Signature



Name

Paula Robinson

Date

14 September 2015