

Executive Licensing Panel – minutes

Centre 0199 (CRM CARE London) Variation - Change of Person Responsible (PR)

Friday, 12 February 2016

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

Panel members	Paula Robinson (Chair) Hannah Verdin Trisram Dawahoo	Head of Business Planning Head of Regulatory Policy Digital Communications Manager
Members of the Executive	Dee Knoyle	Secretary
External adviser		
Observers		

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.

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, Mr Efstathios Theodorou, is willing to assume the responsibility of the role of PR. The panel noted that the proposed PR has satisfactorily completed the PR Entry Programme (PREP), and his certificate number was provided.
- 1.3. The panel noted from Mr Theodorou's CV that he has suitable qualifications for the role of PR.
- 1.4. 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).
- 1.5. The panel noted that all information required under General Directions 0008 has been provided.
- 1.6. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Mr Theodorou 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.

The panel endorsed the inspectorate's recommendation and agreed to vary the licence of CRM CARE London (centre 0199) with immediate effect in order to appoint Mr Efstathios Theodorou 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

19 February 2016