

# Executive Licensing Panel - minutes

## Centre 0185 (CARE Manchester) Variation Change of Person Responsible

Friday, 20 May 2016

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Howard Ryan Anjeli Kara	Director of Strategy & Corporate Affairs Technical Report Developer Regulatory Policy Manager
Members of the Executive	Dee Knoyle Ian Brown	Secretary Head of Corporate Governance
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.

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## 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, Dr Sue Montgomery, 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 her certificate number was provided.
- 1.3. The panel noted from Dr Montgomery's CV that she 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 she 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 Dr Montgomery as the Person Responsible.

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## 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 CARE Manchester (centre 0185) with immediate effect in order to appoint Dr Sue Montgomery as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).

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## 3. Chair's signature

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

### Signature



### Name

Juliet Tizzard

### Date

3 June 2016