

# Executive Licensing Panel - minutes

**Centre 0344 (Hewitt Fertility Centre, Knutsford)**

**Variation Change of Person Responsible (PR)**

Friday, 17 November 2017

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Anna Quinn Helen Crutcher	Director of Strategy and Corporate Affairs Scientific Policy Manager Risk and Business Planning Manager
Members of the Executive	Dee Knoyle Erin Barton	Secretary Policy Manager (Observer)
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, licensing minutes for the last three years, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2. The panel noted that the proposed PR, Dr Rachel Gregoire, 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 the certificate number was provided.
- 1.3. The panel noted that Dr Gregoire 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 are suitable 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 Gregoire as the PR.

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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 Licence Holder and Person Responsible.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of the Hewitt Fertility Centre, Knutsford (centre 0344) with immediate effect to reflect the change of Person Responsible to Dr Rachel Gregoire 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

27 November 2017