

Executive Licensing Panel - minutes

Centre 0325 (Bourn Hall (Norwich) Limited)

Variation Change of Person Responsible (PR)

Friday, 2 February 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Caylin Joski-Jethi (Chair) Helen Crutcher Anna Quinn	Head of Intelligence Risk & Business Planning Manager Scientific Policy Manager
Members of the Executive	Bernice Ash Kathleen Sarsfield-Watson Niamh Marren	Secretary Communications Manager (Observing) Regulatory Policy Manager (Observing)
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, Dr Mike Macnamee, 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 Mike Macnamee 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 Mike Macnamee as the PR.

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 Bourn Hall (Norwich) Limited (Centre 0325), with immediate effect to reflect the change of Person Responsible to Dr Mike Macnamee 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

Caylin Joski-Jethi

Date

7 February 2018