

# Executive Licensing Panel - minutes

## Centre 0250 (Glasgow Centre for Reproductive Medicine)

### Variation Change of Person Responsible (PR)

Friday, 16 February 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Caylin Joski-Jethi (Chair) Helen Crutcher Anna Coundley	Head of Intelligence Risk & Business Planning Manager Information Access & Policy Manager
Members of the Executive	Bernice Ash Dan Howard Nana Gyamfi	Secretary Chief Information Officer (Observing) Licensing Information Officer (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.

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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, Ms Clare Noble, 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 Ms Clare Noble, 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 that, when processing this application, the Executive noted an administrative error with the centre's current licence. The licence type is 'treatment (including embryo testing) and storage' but should be a 'treatment and storage' licence only.
- 1.7. The panel noted that the centre previously had an embryo testing licence, which expired 31 October 2014. At this time, the PR decided not to continue to offer embryo testing and therefore applied to renew the licence for treatment and storage only. The Executive Licensing Panel minutes of 25 July 2014 approved this change, and a treatment and storage licence was issued following the renewal application. However, with further licence variations, the licence type reverted in error to one including embryo testing.
- 1.8. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Ms Clare Noble, as the PR.
- 1.9. The panel noted the Executive's recommendation to correct the administrative error on the licence and issue the correct treatment and storage licence only.

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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 Glasgow Centre for Reproductive Medicine (Centre 0250), with immediate effect to reflect the change of Person Responsible to Ms Clare Noble in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel endorsed the Executive's recommendation to correct the administrative error on the licence and issue the correct treatment and storage licence only.

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## 3. Chair's signature

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

**Signature**

A handwritten signature in black ink that reads "Caylin". The signature is written in a cursive style with a horizontal line underneath the name.

**Name**

Caylin Joski-Jethi

**Date**

21 February 2018