

Executive Licensing Panel - minutes

Centre 0276 (Reproductive Medicine Clinic, Bristol)

Variation Change of Person Responsible (PR)

Wednesday, 25 April 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Caylin Joski-Jethi Erin Barton	Director of Strategy and Corporate Affairs Head of Intelligence Policy Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Laura Riley Lisa Whiting	Senior Governance Manager Head of Regulatory Policy Data and Insights Analyst

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 Amanda Jefferys 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 the proposed PR 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, Dr Amanda Jefferys 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 Amanda Jefferys, as the PR.

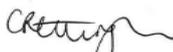
2. Decision

- 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 Reproductive Medicine Clinic, Bristol (centre 0276), with immediate effect to reflect the change of Person Responsible to Dr Amanda Jefferys in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel noted that, at the time of the last inspection, no recommendations for improvement, were required and hoped the new PR would continue to maintain this high standard of compliance in the future.

3. Chair's signature

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

Signature



Name

Claire Ettinghausen

Date

1 May 2018