

Executive Licensing Panel - minutes

Centre 0077 (Regional Fertility Centre, Bristol)

Variation Change of Person Responsible (PR)

Thursday, 10 May 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Anna Quinn Howard Ryan	Director of Strategy and Corporate Affairs Scientific Policy Manager Report Developer
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Senior Governance Manager

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 Ishola Agbaje, 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 Ishola Agbaje 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 Ishola Agbaje, 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 Ishola Agbaje as the PR.
- 1.7. The panel noted that assurance have been provided that the recommendations for improvement, made at the time of the last renewal inspection in September 2016, have been fully implemented.

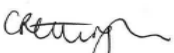
2. Decision

- 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 Regional Fertility Centre, Belfast (centre 0077), with immediate effect to reflect the change of Person Responsible to Dr Ishola Agbaje, 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

Clare Ettinghausen

Date

17 May 2018