

# Executive Licensing Panel - minutes

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## Centre 0300 (Fisher Bioservices UK)

## Variation Change of Person Responsible (PR)

Friday, 8 June 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Helen Crutcher Anna Quinn	Director of Strategy and Corporate Affairs Risk and Business Planning Manager Scientific Policy Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Senior Governance Manager

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## Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

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## 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, Mrs Lisa Forsyth, 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 Mrs Lisa Forsyth 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, Mrs Lisa Forsyth, 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 Mrs Lisa Forsyth as the PR.
- 1.7. The panel noted that no recommendations for improvement were made at the time of the last inspection in March 2018.
- 1.8. The panel noted that no licensed activity has taken place since the centre was licensed and both the proposed/outgoing PRs have committed to not undertaking any activity until the change of PR has been formally approved.

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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 Fisher Bioservices UK (centre 0300), with immediate effect to reflect the change of Person Responsible to Mrs Lisa Forsyth 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

Clare Ettinghausen

### Date

11 June 2018