

# Executive Licensing Panel - minutes

## Centre 0080 (Andrology Unit, Hammersmith Hospital)

### Variation Change of Person Responsible (PR)

Wednesday, 24 October 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Kathleen Sarsfield Watson Niamh Marren	Director of Strategy and Corporate Affairs Communications Manager Regulatory Policy Manager
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.

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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 Monica Flipia de Brito Figueiredo, 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 Monica Flipia de Brito Figueiredo 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 Monica Flipia de Brito Figueiredo, 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 Monica Flipia de Brito Figueiredo as the PR.

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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 Andrology Unit, Hammersmith Hospital (centre 0080) with immediate effect to reflect the change of Person Responsible to Mrs Monica Flipia de Brito Figueiredo, in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel noted there had been a previous change to the centre's PR in June 2018 and the newly appointed PR would only be covering this position, on a temporary basis, until a permanent individual was recruited to fill this post. Noting the critical non-compliance, regarding consent, identified at the centre's last renewal inspection on 19 January 2018, the panel encouraged the new PR to ensure this recommendation continues to be implemented at the centre.

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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

31 October 2018