

Executive Licensing Panel - minutes

Centre 0358 (CARE Fertility, Birmingham)

Variation Change of Person Responsible (PR)

Tuesday, 20 November 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Niamh Marren Helen Crutcher	Director of Strategy and Corporate Affairs Regulatory Policy Manager Risk and Business Planning 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.

1. Consideration of application

- 1.1. The panel considered the papers, which included a statement from the current Person Responsible (PR) explaining the issues with the submission of an 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 Ellen Armstrong 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 Ellen Armstrong has suitable qualifications for the role of PR and had previously been PR of a different centre.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Mrs Ellen Armstrong 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 Ellen Armstrong 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 CARE Fertility, Birmingham (centre 0358) with immediate effect to reflect the change of Person Responsible to, Mrs Ellen Armstrong 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

23 November 2018