

# Executive Licensing Panel - minutes

## Centre 0208 (CARE Tunbridge Wells)

### Variation Change of Person Responsible (PR)

Tuesday, 7 May 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Dina Halai Dan Howard	Director of Strategy and Corporate Affairs Scientific Policy Manager Chief Information Officer
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Jennifer Rogerson Amanda Evans	Licensing Manager Research Manager Research 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:

- 9th 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 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, Ms Diana Baranowski, is willing to assume the responsibility of the role of PR. The panel noted that the proposed PR has successfully completed the HFEA PR Entry Programme.
- 1.3. The panel noted that Ms Diana Baranowski 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, Ms Diana Baranowski, 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 identify Ms Diana Baranowski as the PR.
- 1.7. The panel noted that assurances had been provided that the recommendations for improvement, made at the time of the last inspection, have been fully implemented.

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## 2. Decision

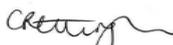
- 2.1. The panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of Licence Holder and Person Responsible.
- 2.2. The panel noted the centre's vast improvement in practice, since the renewal inspection conducted in 2017, encouraging the new PR to continue engagement with the inspectorate.
- 2.3. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of the CARE Tunbridge Wells (centre 0208) with immediate effect to reflect the change of Person Responsible to Ms Diana Baranowski 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

14 May 2019