

Executive Licensing Panel - minutes

Centre 0037 (Glasgow Royal Infirmary)

Variation Change of Person Responsible (PR)

Monday, 24 June 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Richard Sydee (Chair) Niamh Marren Helen Crutcher	Director of Finance and Resources Regulatory Policy Manager Risk and Business Planning Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Licensing 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.

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, Mrs Joanne Leitch 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 and had previously held the role of PR of centre 0037 from October 2015 to August 2017.
- 1.3. The panel noted that, Mrs Joanne Leitch 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 Joanne Leitch 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 Joanne Leitch 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 the Glasgow Royal Infirmary (centre 0037) with immediate effect to reflect the change of Person Responsible to Mrs Joanne Leitch, 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

Richard Sydee

Date

1 July 2019