

Executive Licensing Panel - minutes

Centre 0199 (CARE London)

Variation Change of Person Responsible (PR)

Tuesday, 6 August 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Richard Sydee (Chair) Kathleen Sarsfield-Watson Danielle Vincent	Director of Finance and Resources Communications Manager Communications Manager
Members of the Executive	Moya Berry	Committee Secretary
External adviser		
Observers	Catherine Burwood Victoria Brown	Licensing Manager Inspector (Scientific) - Induction

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 Lisa Maguire 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 the proposed PR, Mrs Lisa Maguire is a Quality Manager at CARE London and has held the role since November 2017.

- 1.4.** The proposed PR has academic qualifications in the field of environmental science and holds a degree (New Zealand) in the subject. The additional information provided by the current PR states that as part of this degree, papers have been completed including 'Principles of biology and the biology of organisms'. The proposed PR also has over ten years of practical experience (including managerial experience) in the field.
 - 1.5.** The panel noted the executive is of the opinion that the proposed PR may not be suitably qualified to meet the requirements of the HF&E Act and that the information provided may not equate to a 'diploma, certificate or other evidence of formal qualifications in the field of medical or biological sciences or in the field of nursing'.
 - 1.6.** The panel noted there are several definitions of biological science, but principally it is the science that studies living organisms, life, molecular interactions, cell biology all micro-organisms, including anatomy.
 - 1.7.** The panel noted that all information required under General Directions 0008 has been provided.
 - 1.8.** The panel noted the executive's recommendation not to approve this application for the change of PR, as it is of the opinion, the academic qualifications of the applicant may not meet requirements of the HF&E Act.
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2. Decision

- 2.1.** In respect of this application, the panel considered that it had insufficient information to make an informed decision at this current time to change the Person Responsible to Mrs Lisa Maguire. The panel agreed that for the application to be progressed, the executive would need to clarify the minimum level of medical or biological science required to determine a suitable qualification. Once clarified the Executive Licensing Panel would be able to decide whether the proposed individual would meet the bar.
 - 2.2.** The panel therefore adjourned the request to vary the licence of CARE London (centre 0199) to reflect the change of Person Responsible to, Mrs Lisa Maguire 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

Richard Sydee

Date

6 August 2019