

# Executive Licensing Panel - minutes

## Centre 0300 (Fisher Bioservices UK)

## Variation Change of Person Responsible (PR)

Tuesday, 28 January 2020

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Dina Halai Laura Riley	Director of Strategy and Corporate Affairs Scientific Policy Manager Head of Regulatory Policy
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.

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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 current PR had commenced her maternity leave on 14 January 2020, the same date on which the variation of PR application form had been submitted to the HFEA. Assurances had been provided, from the inspectorate, that no licensed activities were occurring whilst this variation application was being processed and considered by the Executive Licensing Panel (ELP).
- 1.3. The panel noted that the proposed PR, Mr Mike Sutcliffe, is a Senior QC Scientist and Interim Quality Manager at Fisher Bioservices UK; he has held the role for over a year and half. The proposed PR has academic qualifications in the field of Medical Sciences and has over thirty years of practical experience which is directly relevant to the activity to be authorised by the licence. The proposed PR has successfully completed the HFEA PR Entry Programme (T/1368/82).
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Mr Mike Sutcliffe, 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 that assurances have been provided that the recommendations for improvement, made at the time of the last inspection, have been fully implemented.
- 1.7. The panel noted the inspectorate's recommendation to vary the centre's licence to Mr Mike Sutcliffe 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 Fisher Bioservices UK (centre 0300) with immediate effect to reflect the change of Person Responsible to Mr Mike Sutcliffe 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

4 February 2020