

Executive Licensing Panel - minutes

Centre 0358 (CARE Fertility Birmingham)

Variation Change of Person Responsible (PR)

Tuesday, 24 March 2020

HFEA Teleconference Meeting

Panel members	Clare Ettinghausen (Chair) Joanne Anton Dina Halai	Director of Strategy and Corporate Affairs Head of Regulatory Policy Scientific Policy 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 Rachel Smith, is a Laboratory Manager and Clinical Embryologist at CARE. She has held this position since 2001. The proposed PR has academic qualifications in Human Biology as well as extensive experience in embryology, which is directly relevant to the activity to be authorised by the licence. Mrs Rachel Smith is currently PR at CARE Sheffield (0061) and has previously held the role of PR at CARE Fertility Birmingham.
- 1.3. The panel noted that the proposed PR has successfully completed the HFEA PR Entry Programme (T/1188/8) subsequent to the submission of the application.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Mrs Rachel Smith 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 the recommendations from the centre's last inspection have been implemented.
- 1.6. The panel noted that all information required under General Directions 0008 has been provided.
- 1.7. The panel noted the inspectorate's recommendation to vary the centre's licence to Mrs Rachel Smith 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 Rachel Smith 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

31 March 2020