

Executive Licensing Panel - minutes

Centre 0139 (CARE Bath)

Variation Change of Person Responsible (PR)

Tuesday, 14 July 2020

HFEA Teleconference Meeting

Panel members	Clare Ettinghausen (Chair) Dina Halai Helen Crutcher	Director of Strategy and Corporate Affairs Senior Scientific Policy Manager Risk and Business Planning Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Karen Dyal	Licensing Manager Research Officer, Intelligence

Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.
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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 that an application to change the PR for centre 0139, CARE Bath, has been received by the HFEA.
- 1.3. The panel noted that the proposed PR, Dr Stephanie Gadd, has been the IVF laboratory manager at Bath for 26 years. The proposed PR has academic qualifications in the field of biological sciences which are directly relevant to the activity to be authorised by the licence. The proposed PR has successfully completed the HFEA PR Entry Programme (T/1373/82).
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Dr Stephanie Gadd, 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 Dr Stephanie Gadd 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 Bath (centre 0139) with immediate effect to reflect the change of Person Responsible to Dr Stephanie Gadd 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

20 July 2020