

# Executive Licensing Panel - minutes

---

## Centre 0363 (Bourn Hall Clinic Wickford)

### Variation Change of Person Responsible (PR)

Tuesday, 22 September 2020

HFEA Teleconference Meeting

Panel members	Clare Ettinghausen (Chair) Joanne Anton Kathleen Sarsfield-Watson	Director of Strategy and Corporate Affairs Head of Regulatory Policy Communications Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Dee Knoyle	Licensing Manager Committee Officer

---

### 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 that an application to change the PR for centre 0363, Bourn Hall Clinic Wickford, has been received by the HFEA.
- 1.3. The panel noted that the proposed PR, Dr Michael Macnamee, has academic qualifications in the field of biological sciences and has more than two decades of management experience in a health care provision 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/1055/7).
- 1.4. The panel noted that, following the last inspection, there are nine outstanding issues relating to centre 0363: two major non-compliances concerning the Quality Management System (QMS) and data submission, and seven 'other' areas of practice regarding donor selection, premises and facilities, medicines management, counselling, consent to disclosure, record keeping, and procuring, processing and transporting gametes and embryos. The proposed PR is aware of these non-compliances and has agreed to take responsibility for these outstanding issues.
- 1.5. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Dr Michael Macnamee, are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 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 reflect Dr Michael Macnamee as the PR.
- 1.8. The panel noted that the centre has been issued with an Importing Tissue Establishment (ITE) importing certificate, pursuant to the Human Fertilisation and Embryology (Amendment) Regulations 2018. If this application is approved the ITE certificate should be amended to reflect the new PR's details.

---

## 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 Bourn Hall Clinic Wickford with immediate effect to reflect the change of Person Responsible Dr Michael Macnamee, in accordance with Section 18A of the HFE Act 1990 (as amended). The panel particularly noted that the new PR had agreed to take responsibility for the nine outstanding non-compliances, identified at the centre's renewal inspection in February 2020.
- 2.3. The panel agreed that the centre's ITE certificate should be amended to reflect the change of PR.

---

## 3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

Signature

*Clare Ettinghausen*

**Name**

Clare Ettinghausen

**Date**

30 September 2020