

Executive Licensing Panel Minutes

Centre 0208 (CARE Tunbridge Wells)

Variation of Change of Person Responsible (PR)

Date: 26 January 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair) Yvonne Akinmodun Kathleen Sarsfield-Watson	Director of Strategy and Corporate Affairs Head of Human Resources Communications Manager
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Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood Sarah Stedman Karen Campbell	Licensing Manager Clinical Inspector (Induction) Inspector (Induction)
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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 a completed 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 an application to change the PR at CARE Tunbridge Wells has been received by the HFEA on 29 December 2020 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 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. The proposed PR has academic qualifications in the field of environmental science and has over ten years of practical experience (including managerial) which is directly relevant to the activity to be authorised by the licence.
- 1.4.** The panel noted that proposed PR is already in this post at centre 0199 (CARE London); initially, on submission of that application, the executive was of the opinion that Ms Maguire did not meet the requirements of the Act to possess a diploma, certificate or other formal qualification in the field of medical or biological sciences, awarded on completion of a university course of study, or other course of study recognised in the United Kingdom (UK) as equivalent, or is otherwise considered by the Authority to be suitably qualified on the basis of academic qualifications in nursing, to be suitably qualified for this position.
- 1.5.** The panel noted that, at the time of the variation of PR at centre 0199, further information was sought, regarding Mrs Lisa Maguire's qualifications; the executive concluded that 'environmental science by definition is a biological science as it is a branch of science concerned with the biological, chemical and physical environment and their effect on organisms'. The application, for the change of PR at centre 0199, was subsequently approved by the Executive Licensing Panel (ELP).
- 1.6.** The panel noted that the proposed PR has successfully completed the HFEA PR Entry Programme (T/1346/82).
- 1.7.** 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.
- 1.8.** The panel noted that, from the information provided, the character, qualifications and experience of the proposed PR, Mrs Lisa Maguire are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.9.** The panel noted that all the information required under General Directions 0008 has been provided.
- 1.10.** The panel noted the inspectorate's recommendation to vary the centre's licence to Mrs Lisa Maguire as the PR.
- 1.11.** 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 centre's ITE certificate should be amended to reflect the new PR's details.

2. Decision

- 2.1. The panel agreed that 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 Tunbridge Wells (centre 0208) with immediate effect to reflect the change of Person Responsible to Mrs Lisa Maguire, in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel agreed that the centre's ITE import certificate should be amended to reflect the new PR's details.

3. Chairs signature

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

Signature



Name

Clare Ettinghausen

Date

1 February 2021