

# Executive Licensing Panel Minutes

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## Centre 0300 (Fisher Bioservices UK)

### Variation of Change of Person Responsible (PR)

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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.

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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.
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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 for Fisher Bioservices UK has been received by the HFEA on 17 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 Forsyth, has academic qualifications in the field of biological sciences and has more than two years of practical experience which are directly relevant to the activities to be authorised by the licence. The proposed PR has successfully completed the HFEA PR Entry Programme (T/1282/82).
- 1.4. The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Mrs Lisa Forsyth, 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 there are no outstanding issues at the centre, which the proposed PR needs to be made aware of and take responsibility for.
- 1.6. The panel noted that all the 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 Lisa Forsyth as the PR.

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## 2. Decision

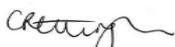
- 2.1. The panel agreed that it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of Licence Holder and Person Responsible.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of Fisher Bioservices UK (centre 0300) with immediate effect to reflect the change of Person Responsible to Mrs Lisa Forsyth, in accordance with Section 18A of the HFE Act 1990 (as amended).

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## 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