

# Executive Licensing Panel Minutes

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## Centre 0368 (CREATE Fertility Bristol)

### Variation of Person Responsible (PR)

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Date:	9 February 2021	
Venue:	HFEA Teleconference Meeting	
Attendees:	Clare Ettinghausen (Chair) Laura Riley Anna Coundley	Director of Strategy and Corporate Affairs Head of Regulatory Policy Policy Manager
Executive:	Bernice Ash	Secretary
Observers:	Catherine Burwood Nora Cooke-O'Dowd	Licensing Manager Head of Intelligence

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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 CREATE Fertility Bristol has been received by the HFEA on 7 January 2021 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3.** The panel noted that the proposed PR, Mrs Sheridan Ebanks, has academic qualifications in the field of nursing 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/1367/82).
- 1.4.** The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Mrs Sheridan Ebanks, are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5.** The panel noted there are outstanding issues at the clinic which the proposed PR needs to be made aware of and has agreed to 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 reflect Mrs Sheridan Ebanks 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 centre's ITE certificate should be amended to reflect the new PR's details.

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## **2. Decision**

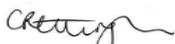
- 2.1.** The panel agreed that it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of Licence Holder and Person Responsible.
- 2.2.** The panel endorsed the inspectorate's recommendation and agreed to vary the licence of CREATE Fertility Bristol (centre 0368) with immediate effect to reflect the change of Person Responsible to Mrs Sheridan Ebanks, 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.

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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**

15 February 2021