

Executive Licensing Panel Minutes

Centre 0170 (The Gateshead Fertility Unit)

Change of Person Responsible (PR)

Date: 23 March 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair) Kathleen Sarsfield-Watson Anna Coundley	Director of Strategy and Corporate Affairs Communications Manager Policy Manager
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Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood India Hickey	Licensing Manager Research Officer (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 for The Gateshead Fertility Unit had been received by the HFEA on 13 January 2021 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3.** The panel noted that the proposed PR, Ms Catherine Wass, is a Senior Clinical Embryologist at The Gateshead Fertility Unit, holding the role since 2007. The proposed PR has academic qualifications in the field of biological sciences and has over ten years of practical experience (including managerial) 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/1380/82).
- 1.4.** The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Ms Catherine Wass, 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 assurances have been provided that the recommendations for improvement, made at the time of the last inspection, have been fully implemented.
- 1.6.** The panel noted that all the information required under General Directions 0008 has been provided.
- 1.7.** The panel noted that inspectorate's recommendation to vary the centre's licence to Ms Catherine Wass 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.

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 The Gateshead Fertility Unit (centre 0170) with immediate effect to reflect the change of Person Responsible to Ms Catherine Wass, 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.

SignatureA handwritten signature in black ink, appearing to read 'Clare Ettinghausen', with a stylized flourish at the end.**Name**

Clare Ettinghausen

Date

29 March 2021