

Executive Licensing Panel Minutes

Centre 0363 (Bourn Hall Clinic Wickford)

Variation to Change Person Responsible (PR)

Date: 6 April 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair)	Director of Strategy and Corporate Affairs
	Helen Crutcher	Risk and Business Planning Manager
	Dan Howard	Chief Information Officer

Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood	Licensing Manager
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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

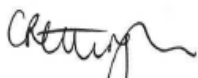
- 1.1.** The panel considered the papers, which included a completed application form, an executive summary, previous licensing minutes, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2.** The panel noted that an application to change the PR for Bourn Hall Clinic Wickford has been received by the HFEA on 9 March 2021 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3.** The panel noted that the proposed PR, Ms Anne O’Leary, has academic qualifications in the field of embryology 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/1383/82).
- 1.4.** The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Ms Anne O’Leary, 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 outstanding issues relating to this centre (an audit of the effectiveness of changes introduced to ensure that the centre has taken into consideration circumstances when additional testing for HTLV-1 antibody may be required and is due by 30 April 2021). The proposed PR is aware of this matter and has agreed to take responsibility for these outstanding issues.
- 1.6.** The panel noted the inspectorate’s recommendation to vary the centre’s licence to Ms Anne O’Leary as the PR.
- 1.7.** 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 Bourn Hall Clinic Wickford (centre 0363) with immediate effect to reflect the change of Person Responsible to Ms Anne O’Leary 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

12 April 2021