

# Licence Committee – minutes

## Centre 0338 (Reproductive Health Group) Variation to Change Person Responsible (PR)

Thursday, 2 September 2021

HFEA, 2nd floor, 2 Redman Place, London E20 1JQ (Teleconference)

|                          |   |                           |
|--------------------------|---|---------------------------|
| Committee members        | Jonathan Herring<br>Anita Bharucha<br>Ruth Wilde<br>Gudrun Moore<br>Ermal Kirby | (Chair)<br>(Deputy Chair) |
| Members of the Executive | Dee Knoyle  | Committee Secretary       |
| Legal Adviser            | Darryn Hale   | DAC Beachcroft LLP        |
| Specialist Adviser       |   |                           |
| Observers                | Neil Ward (Induction)   | Mills & Reeve LLP         |

### Declarations of interest:

- Members of the committee declared that they had no conflicts of interest in relation to this item.

### The committee had before it:

- 9th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members

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## The following papers were considered by the committee:

Papers enclosed:

- Executive summary
- Application Form
- Email from proposed Person Responsible (PR) stating her willingness to take on the responsibilities of PR
- Email confirmation from proposed PR stating her awareness of the issues of licensing history
- CV of the proposed PR
- Licensing minutes from the previous three years
  - 2021/04/06 Licensing Officer Record of Consideration - Variation of Licence Holder
  - 2020/10/15 Representations - Licence Committee Decision
  - 2020/09/22 Executive Licensing Panel Minutes - Special Directions to permit continuation of licence
  - 2020/02/25 Executive Licensing Panel Minutes - Special Directions to permit continuation of licence
  - 2020/01/09 Licence Committee Minutes - Renewal Inspection
  - 2019/07/11 Licence Committee Minutes - Executive update
  - 2018/11/08 Licence Committee Minutes - Executive update, Variation of Person Responsible (PR) & Licence Holder (LH)
  - 2018/09/06 Licence Committee Minutes - Additional Inspection and Executive update

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## 1. Consideration of Application

- 1.1. The committee noted that an application to change the PR at Reproductive Health Group was submitted to the HFEA on 21 August 2021.
- 1.2. The committee noted that the proposed PR, Mrs Caroline Watkins, has academic qualifications in the field of embryology, with more than two years practical experience, directly relevant to the activities authorised on the licence. The proposed PR has successfully completed the HFEA Person Responsible Entry Programme (T/1388/82).
- 1.3. The committee noted from the information provided that the character, qualifications and experience of the proposed PR, Mrs Watkins, are suitable to carry out a PR's duties under section 17 of the HF&E Act 1990 (as amended).
- 1.4. The committee noted the inspectorate's recommendation to vary the centre's licence to reflect Mrs Watkins as the PR.

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## 2. Decision

- 2.1. The committee agreed that it was in receipt of the appropriate documentation as required by the HF&E 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 committee endorsed the inspectorate's recommendation and agreed to vary the licence of Reproductive Health Group (centre 0338) with immediate effect to reflect the change of Person Responsible in accordance with Section 18A of the HFE Act 1990 (as amended).

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## 3. Chair's signature

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

### Signature



### Name

Jonathan Herring

### Date

16 September 2021