

HFEA Executive Licence Panel Meeting

10 February 2012

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

Minutes – Item 5

Centre 0294 – (Craigavon Area Hospital) – Variation of Licence to Change Person Responsible

Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Nick Jones, Director of Compliance Hannah Darby, Senior Policy Manager	Committee Secretary: Joanne McAlpine
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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 also had before it:

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance
- HFEA Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

Consideration of Application

1. The Panel considered the papers, which included an executive summary, an application to change the Person Responsible (PR), an email from the outgoing PR, an acceptance letter from the proposed PR with references and a CV.
2. The Panel noted that the present PR, Dr Noel Heasley, had notified the Executive during August 2011 of his intention to retire from the NHS and from his position of PR on 31 October 2011. He also confirmed no licenced activity would take place until a new PR was in place.
3. The Panel noted that, subsequent to Dr Heasley's notification, he proposed Dr Timothy McCormick as the new PR.
4. The Panel noted that the proposed PR has also confirmed in writing that no licenced activity has been undertaken since 31 October 2011, and none will take place until the Authority has appointed a new PR for the centre.
5. The Panel was disappointed over the time taken to submit a formal application. Under the HFE Act 1990 (as amended), it clearly states that the current PR remains responsible for the centre until such time as a new PR has been appointed. The cessation of responsibility recorded by Dr Heasley in his note of 16 January 2012 therefore had no validity for the HFEA.
6. The Panel was satisfied that the character and qualifications of the proposed PR meet the requirements of the HFE Act 1990 (as amended) in relation to section 16(2).
7. The Panel noted that the appropriate references have been provided in support of Dr Timothy McCormick's appointment.
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr McCormick as the Person Responsible.

Decision

9. The Panel agreed it was in receipt of the supporting documentation as required by the HFE Act 1990 (as amended) in relation to section 16(2), which sets out the requirements of a PR.
10. The Panel agreed to the Inspectorate's recommendation to appoint Dr Timothy McCormick as the PR for Craigavon Area Hospital (Centre 0294) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:

Mark Bennett (Chair)

Date:

22 Feb 2012