

# HFEA Executive Licensing Panel Meeting

16 November 2012

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

## Minutes – Item 5

### Centre 0049 – (IVF Wales) – Variation of Licence to Change Person Responsible

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| Members of the Panel:<br>Juliet Tizzard, Head of Policy and Communications (Chair)<br>David Moysen, Head of IT<br>Matthew Watts, Regulatory Policy Manager | Committee Secretary:<br>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 noted the papers, which included an executive summary, an application to change the Person Responsible (PR), a resignation letter from the outgoing PR, an acceptance letter and CV from the proposed PR, and a letter of support from the Licence Holder.
2. The Panel noted that due to the late submission of this application, the Executive received the references in support of the proposed PR as a tabled submission. The Panel agreed to accept this information in order to proceed with the consideration of the application.
3. The Panel noted that the current PR, Dr Arianna D'Angelo, will be going on maternity leave and wishes to resign as PR as of 1 December 2012. She has written a letter confirming her intention to resign as PR at the centre.
4. The Panel noted that the proposed PR, Dr Paul Knaggs, has written a letter confirming that he is willing to assume the responsibility of the role of PR.
5. The Panel noted that Dr Knaggs has satisfactorily completed the PR Entry Programme.
6. The Panel noted from Dr Knaggs' CV that he has been working as an embryologist in a number of fertility clinics for over ten years, and is registered with the Health Professions Council as a clinical scientist.
7. The Panel noted from Dr Knaggs' CV that his character and qualifications are such that he is able to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
8. The Panel noted the recommendations made by the Inspectorate to vary the centre's licence to approve Dr Paul Knaggs as the Person Responsible.

## **Decision**

9. The Panel agreed it was in receipt of the supporting documentation and information 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 PR.
10. The Panel endorsed the Inspectorate's recommendation to appoint Dr Paul Knaggs as the Person Responsible for IVF Wales (Centre 0049) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

11. The Panel noted that two references have been received which support the application. However, in light of the fact that one of the references is from Dr Graham Shortland, who has known Dr Knaggs for only a month, the Panel would like a further reference to be submitted to the Inspectorate within 14 days from the date that the minutes are received by the PR. If the Inspectorate is not satisfied with the additional reference, the Panel would ask that this is referred back to them.
12. The Panel noted that the centre has an additional condition attached to its licence, which states "For the term of the licence, and calculated over a six-month period, the centre must limit the number of IVF and ICSI cycles provided to an average of twenty-four cycles per calendar month in total, and of frozen embryo transfers to an average of eight per calendar month". The Panel reminded Dr Knaggs that, by becoming PR, it is his responsibility to ensure that this additional condition is complied with and issues identified by the Inspectorate are addressed.
13. The Panel noted and endorsed the Inspectorate's recommendation that the Executive hold a management review to consider the events leading up to the submission of this late application and determine any corrective actions that the centre may be required to take.

Signed:   
Juliet Tizzard (Chair)

Date: 22 November 2012

