

# HFEA Executive Licensing Panel Meeting

08 February 2013

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

## Minutes – Item 5

### Centre 0080 – (Andrology Unit, Hammersmith Hospital) – Variation of Licence to change the Person Responsible

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Joanne Anton, Policy Manager Jasper Spire, Computer Programmer
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Committee Secretary: Neil McComb Observing: Rebecca Loveys
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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 and an acceptance letter and CV from the proposed PR, together with the appropriate reference.
2. The Panel noted correspondence from the current PR, Dr Kevin Lindsay, confirming his resignation.
3. The Panel noted correspondence from the proposed PR, Mrs Anne Bradshaw, confirming that she is willing to assume the responsibility of the role of PR. This will be for an interim period until the merger of the centre and IVF Hammersmith is completed.
4. The Panel noted that the proposed PR has obtained academic qualifications in the field of Biochemistry as well as having more than two years' experience leading the Haematology & Blood Transfusion Division across four major teaching hospital sites.
5. The Panel noted that the proposed PR has completed the PR Entry Programme.
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 the Inspectorate's recommendation to vary the centre's licence to approve Mrs Anne Bradshaw as the Person Responsible.
8. The Panel noted the Inspectorate's recommendation that the incoming PR take responsibility for the following issues identified at the previous inspection:
  - Critical non-compliance: The PR must ensure that all samples in storage have appropriate consent and are within the statutory storage period. The PR should provide monthly updates on progress until the matter is resolved.
  - 'Other' non-compliance: personnel in the centre must be available in sufficient number and be qualified and competent for the tasks they perform. To be monitored at the next inspection.

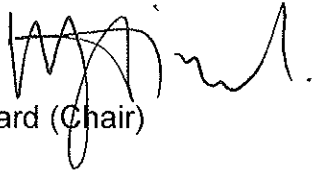
## Decision

9. The Panel noted that 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 Mrs Anne Bradshaw as the PR for Andrology Unit, Hammersmith Hospital (Centre 0080) from 31 March 2013, in accordance with section 18A of the HFE Act 1990 (as amended).
11. The Panel wished to remind the incoming PR, Mrs Anne Bradshaw, that she is responsible for addressing the issues identified at the last inspection.

Signed:  
Juliet Tizzard (Chair)



Date:

25 February 2013.