

# HFEA Executive Licence Panel Meeting

## 13 January 2012

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

### Minutes – Item 4

#### **Centre 0289 - North Middlesex University Hospital (Reproductive Medicines Unit) – Variation Application to change Person Responsible and Appoint Licence Holder**

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Nick Jones, Director of Compliance Mark Bennett, Director of Finance & Facilities, Analyst Programmer	Committee Secretary: Lauren Crawford
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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

### **Change of Person Responsible**


1. The Panel noted that an application to change the Person Responsible (PR) at this centre has been received by the HFEA.
2. The Panel noted correspondence from the current PR, Mr Stanley Okolo, confirming his resignation.
3. The Panel noted correspondence from the proposed PR, Dr Ansam Al-Habib, confirming that she is willing to assume the responsibility of the role of PR.
4. The Panel noted that the proposed PR has supplied her CV, has obtained the necessary academic qualifications and has been a Consultant Obstetrician & Gynaecologist at the centre the centre since 2006.
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 that the appropriate references have been provided in support of Dr Al-Habib's appointment.
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr Ansam Al-Habib as the Person Responsible.

### **Appointment of Licence Holder**

9. The Panel was not in receipt of an application to change the Licence Holder (LH) as the centre currently has no named LH.
10. The Panel noted that Mr Okolo was previously named on the centre's licence as the LH and when licences were reissued in October 2011 that he was not recorded as the LH.
11. The Panel noted that it was in receipt of an email from Stanley Okolo confirming that he wishes to continue to act as the LH.
12. The Panel noted the Inspectorate's recommendation to approve the application for the change of LH.
13. The Panel agreed that they were satisfied regarding the suitability of the proposed LH.
14. The Panel confined its consideration to the evidence before it.

## Decision

15. 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.
16. The Panel agreed to the Inspectorate's recommendation to appoint Dr Ansam Al-Habib as the PR for North Middlesex University Hospital (Reproductive Medicines Unit) (Centre 0289) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).
17. The Panel agreed to vary the licence to make Mr Stanley Okolo the Licence Holder, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:  Date: 20/1/12.  
Peter Thompson (Chair)

