

HFEA Executive Licensing Panel Meeting

1 November 2013

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

Minutes – Item 2

Centre 0067 – (St Mary’s Hospital) – Change of Person Responsible

Members of the Panel: Mark Bennett – Director of Finance and Facilities (Chair) Paula Robinson – Head of Business Planning Ian Peacock – Analyst Programmer	Committee Secretary: Dee Knoyle Observing: Sam Hartley – Head of Governance and Licensing
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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 a completed application form, an executive summary, Executive Licensing Panel minutes, a resignation letter from the current Person Responsible (PR), and an acceptance letter and CV from the proposed PR, together with appropriate references.
2. The Panel noted that the current PR, Dr Edmond Edi-Osagie, has written a letter confirming his resignation as PR at the centre.
3. The Panel noted that the proposed PR, Dr Yasmin Sajjad, has written a letter confirming that she is willing to assume the responsibility of the role of PR.
4. The Panel noted that the proposed PR, Dr Yasmin Sajjad, has satisfactorily completed the PR Entry Programme.
5. The Panel noted from Dr Yasmin Sajjad's CV that she is currently working as a Consultant Gynaecologist and Andrologist, Subspecialist in Reproductive Medicine and Surgery at centre 0067, since 2008. The Panel noted that she holds relevant academic qualifications for the role of PR and is registered with the General Medical Council.
6. The Panel noted the references in support of Dr Yasmin Sajjad's application.
7. The Panel noted from Dr Yasmin Sajjad's CV and references, that her character, qualifications and experience are such that she is able to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
8. The Panel noted that all information required under General Directions 0008 has been provided.
9. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr Yasmin Sajjad as the Person Responsible. The Panel noted there are recommendations relating to this centre's last inspection report that have yet to be implemented and it is recommended that the new PR is directed to ensure compliance with these recommendations on assuming the role.

Decision

10. The Panel agreed it was in receipt of the appropriate documentation 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.

11. The Panel endorsed the Inspectorate's recommendation and agreed to vary the licence of St Mary's Hospital (Centre 0067) with immediate effect in order to appoint Dr Yasmin Sajjad as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended). The Panel requested that Dr Yasmin Sajjad commits to implementing the recommendations made in the last inspection report, which the Panel expects to see evidenced in the centre's next interim inspection report.

A handwritten signature in black ink, appearing to read 'Mark Bennett', with a stylized flourish above the name.

Signed:
Mark Bennett (Chair)

Date: 7 November 2013