

HFEA Executive Licensing Panel Meeting

20 February 2014

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

Minutes – Item 3

Centre 0162 – (Queens Medical Centre Fertility Unit) Change of Person Responsible

Members of the Panel:	Committee Secretary:
Mark Bennett – Director of Finance & Facilities (Chair)	Dee Knoyle
David Moysen – Head of IT	
Ian Peacock – Analysis Programmer	

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The Panel 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 and a CV from the proposed Person Responsible (PR).
2. The Panel noted that the proposed PR, Ms Shilpa Deb is willing to assume the responsibility of the role of PR.
3. The Panel noted that the proposed PR, Ms Shilpa Deb, has satisfactorily completed the PR Entry Programme.
4. The Panel noted from Ms Shilpa Deb's CV that she is currently working as a Consultant Gynaecologist at Nottingham University Hospitals NHS Trust, since 2010. The Panel noted that she holds relevant academic qualifications for the role of PR and is registered with the General Medical Council.
5. The Panel noted from the information provided that the character, qualifications and experience of the proposed PR are such that she is able to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
6. The Panel noted that all information required under General Directions 0008 has been provided.
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Ms Shilpa Deb as the Person Responsible. The Panel noted that the centre has provided assurance to the Inspectorate that the recommendations for improvement made at the time of the last inspection have been fully implemented.

Decision

8. 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.

9. The Panel endorsed the Inspectorate's recommendation and approved the variation of the licence of Queens Medical Centre Fertility Unit (Centre 0162) with immediate effect in order to appoint Ms Shilpa Deb as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).

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

Signed:
Mark Bennett (Chair)

Date: 6 March 2014