

HFEA Executive Licensing Panel Meeting

7 March 2014

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

Minutes – Item 2

Centre 0291 – (Fertility Unit, Barking, Havering & Redbridge NHS Trust) – Variation – Change of Person Responsible

Members of the Panel:	Committee Secretary:
Mark Bennett (Chair) – Director of Finance & Facilities	Dee Knoyle
Paula Robinson – Head of Business Planning	Observing:
Ian Peacock – Analyst Programmer	Sam Hartley – Head of Governance and Licensing

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, Dr Jayant Mehta was willing to assume the responsibility of the role of PR.
3. The Panel noted that the proposed PR, Dr Jayant Mehta, had satisfactorily completed the PR Entry Programme.
4. The Panel noted from Dr Jayant Mehta's CV that he had suitable qualifications and more than two years' experience relevant to the role of PR at a Treatment (insemination using partner sperm) centre. Dr Mehta had previous experience working in the role of PR, having held the post at a centre from 1996 until its closure in 2000.
5. The Panel noted from the information provided that the character, qualifications and experience of the proposed PR were such that he 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 Dr Jayant Mehta as the Person Responsible. The Panel noted that the proposed PR had agreed to take responsibility for the outstanding recommendations.

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 Fertility Unit, Barking, Havering & Redbridge NHS Trust (Centre 0291) with immediate effect in order to appoint Dr Jayant Mehta 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: 21 March 2014