

# HFEA Executive Licensing Panel Meeting

22 August 2014

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

## Minutes – Item 5

### Centre 0011 – (London Sperm Bank) – Change of Person Responsible

Members of the Panel: Juliet Tizzard – Director of Strategy & Corporate Affairs (Chair) Hannah Verdin – Head of Regulatory Policy David Moysen – Head of IT	Committee Secretary: Dee Knoyle Observing: Sam Hartley – Head of Governance & 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 had before it:

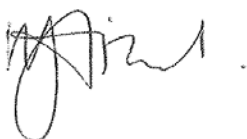
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 Dr Minbattiwalla had held the post of Senior Clinical Scientist, Laboratory Manager and Quality Assurance Lead at centre 0011 since January 2012, and had worked as a clinical embryologist at various fertility centres between 1999 and 2011, including senior embryologist positions since 2006.
3. The Panel noted from Dr Minbattiwalla's CV that she has suitable qualifications for the role of PR at a storage centre.
4. The Panel noted from the information provided that the character, qualifications and experience of the proposed PR were such that she is able to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
5. The Panel noted that the proposed PR, Dr Minbattiwalla, had satisfactorily completed the PR Entry Programme.
6. The Panel noted that all information required under General Directions 0008 had been provided.
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to appoint Dr Minbattiwalla as the Person Responsible and ask that she ensures full implementation of any outstanding recommendations documented in the 2013 interim report.

## 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 recommendations and agreed to vary the licence of The London Sperm Bank (Centre 0011) with immediate effect in order to appoint Dr Minbattiwalla as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:  
Juliet Tizzard (Chair)

Date: 5 September 2014