

HFEA Executive Licensing Panel Meeting

7 October 2014

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

Minutes – Item 2

Centre 0067 – (St Mary’s Hospital) – Change of Person Responsible Treatment & Storage Licence

Members of the Panel:

Juliet Tizzard – Director of Strategy & Corporate Affairs (Chair)

Hannah Verdin – Head of Regulatory Policy

Matthew Watts – Regulatory Policy Manager

Panel Secretary:

Dee Knoyle

Observing:

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:

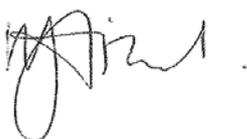
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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, previous licensing minutes, and a CV and letter of acceptance from the proposed Person Responsible (PR).
2. The Panel noted that the proposed PR, Mr Gregory Horne, was willing to assume the responsibility of the role of PR.
3. The Panel noted that the proposed PR had satisfactorily completed the PR Entry Programme (PREP), and his certificate number was provided.
4. The Panel noted from Mr Horne's CV that he had suitable qualifications for the role of PR at a treatment and storage centre.
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 had been provided.
7. The Panel noted that the Inspectorate recommended the approval of this application to vary the centre's licence to appoint Mr Horne as the Person Responsible. The Inspectorate also recommended that the proposed PR is asked to ensure full implementation of any outstanding recommendations documented in the 2013 interim inspection 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 St Mary's Hospital (0067) with immediate effect in order to appoint Mr Horne as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:
Juliet Tizzard (Chair)

Date: 15 October 2014