

Human Fertilisation and Embryology Authority

Minutes of the Licence Committee

Meeting held at Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on
12 March 2015

Minutes – item 5

Centre 0324 (City Fertility) – application for change of Person Responsible

Members of the Committee:	Andy Greenfield (Chair, lay) Lee Rayfield (Deputy Chair, lay) Kate Brian (lay) Debbie Barber (professional)
Legal Adviser:	Philip Grey – Mills and Reeve
Members of the Executive:	Sam Hartley – Head of Governance and Licensing Trent Fisher – Secretary

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

The following papers were considered by the committee:

- executive summary
- application form for change of Person Responsible (PR)
- an up-to-date CV of the proposed PR
- confirmation in writing of the proposed PR's willingness to assume the role of PR
- correspondence with current PR regarding outstanding recommendations
- correspondence with proposed PR regarding outstanding recommendations
- The PR Entry Program (PREP) certificate number, confirming satisfactory completion of PREP
- Inspection minutes from the last three years:
 - 25-09-2014 – renewal inspection
 - 18-10-2013 – change of Licence Holder
 - 29-11-2012 – initial inspection

The committee also had before it:

- HFEA protocol for the conduct of Licence Committee meetings and hearings
- 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 the 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 directions 0000 – 0012
- guide to licensing
- compliance and enforcement policy
- policy on the publication of Authority and committee papers.

Discussion

1. The committee noted that the proposed PR, Dr Vivienne Hall, is willing to assume the responsibility of the role of PR.
2. The committee noted that the proposed PR had satisfactorily completed the PR Entry Programme and her certificate number was provided.
3. The committee noted that the proposed PR had formal qualifications in the field of medicine and more than two years' practical experience.
4. The Committee 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 committee noted that the proposed PR has provided reassurance that she will fully implement the remaining recommendations documented in the 2014 renewal licence report.
6. The committee noted the inspectorate's recommendation to vary the centre's licence to appoint Dr Vivienne Hall as the Person Responsible for centre 0324.
7. The committee further noted that it was also being asked to consider an update report (matter 4 on its agenda) in respect of the centre. The committee took that report into account when reaching its decision on this application.

Decision

8. The committee agreed to vary the licence of centre 0324 to appoint Dr Vivienne Hall as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (amended).

Signed:

Date: 25 March 2015

A handwritten signature in black ink, appearing to read 'AG', written in a cursive style.

Andy Greenfield (Chair)