

Human Fertilisation and Embryology Authority

Minutes of the Executive Licensing Panel

Meeting held at HFEA, Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on
7 August 2015

Minutes – item no. 4

Centre 0324 (City Fertility) – Variation: Change of Person Responsible (PR)

Members of the Panel:

Paula Robinson
Head of Business Planning (Chair)
Hannah Verdin
Head of Regulatory Policy
David Moysen
Head of IT

Members of the Executive in attendance:

Dee Knoyle
Committee Secretary

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:

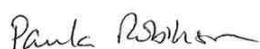
- HFEA protocol for the conduct of meetings of the Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- guidance for members of 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 Direction 0008 (where relevant) and any other relevant directions issued by the Authority
- guide to licensing
- compliance and enforcement policy
- policy on the 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, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
2. The panel noted that the proposed PR, Mr Shaun Rogers, is willing to assume the responsibility of the role of PR.
3. The panel noted that the proposed PR has satisfactorily completed the PR Entry Programme (PREP), and his certificate number was provided.
4. The panel noted from Mr Shaun Rogers' CV that he has suitable qualifications for the role of PR.
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 appoint Mr Rogers as the Person Responsible.

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 was pleased to see that the proposed PR, Mr Rogers, had also provided confirmation that he is aware of the outstanding recommendations identified at the renewal inspection in 2014, and undertakes to ensure that implementation of outstanding recommendations is completed in a timely fashion.
10. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of City Fertility (centre 0324) with immediate effect in order to appoint Mr Shaun Rogers as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended). The panel urged the new PR to ensure that all outstanding recommendations are prioritised and addressed within the agreed timescales.



Signed:
Paula Robinson (Chair)

Date: 7 August 2015