

# Executive Licensing Panel - minutes

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**Centre 0075 (London Women's Clinic, Darlington)**

**Variation Change of Person Responsible (PR)**

Friday, 25 August 2017

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Hannah Verdin (Chair) Anna Coundley Howard Ryan	Head of Regulatory Policy Information Access and Policy Manager Report Developer
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers		

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## Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

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## The panel had before it:

- 8th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

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## 1. Consideration of application

- 1.1. 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).
- 1.2. The panel noted that the proposed PR, Mrs Jacqueline Biro, is willing to assume the responsibility of the role of PR. The panel noted that the proposed PR has satisfactorily completed the PR Entry Programme (PREP) and the certificate number was provided.
- 1.3. The panel noted Mrs Jacqueline Biro has suitable qualifications for the role of PR.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5. The panel noted that all information required under General Directions 0008 has been provided.
- 1.6. The panel noted that the centre has been closely monitored since its licence renewal inspection in November 2014 and the inspectorate has visited the centre on a number of occasions since then to complete an announced interim inspection in November 2015, an unannounced inspection following a whistle-blower report to the HFEA in May 2016, an announced visit to provide an incident workshop, which also served to investigate a further whistle-blower report in August 2016, and a targeted announced interim inspection further to the previous inspections identifying new or recurring areas of concern in December 2016.
- 1.7. The panel noted that in the 13 July 2017 Licence Committee meeting minutes, it was stated that 'the PR and LH have agreed to replace the current PR and will take all reasonable steps to complete this process by 1 October 2017. The Committee also noted that the LH has committed to undertake a greater support and supervisory role until this new PR is in post. The committee was satisfied that the PR and LH had made such a commitment and that it was no longer necessary to consider a suspension of the centre's licence at this time, however the committee agreed that, in the event that the PR and LH did not uphold these commitments and take all reasonable steps to replace the current PR, it would consider further enforcement action.'
- 1.8. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Mrs Jacqueline Biro, as the PR.

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## 2. Decision

- 2.1. 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 Licence Holder and Person Responsible.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of the London Women's Clinic, Darlington (centre 0075), with immediate effect to reflect the change of Person Responsible to Mrs Jacqueline Biro in accordance with Section 18A of the HFE Act 1990 (as amended).

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## 3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

**Signature**

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

**Name**

Hannah Verdin

**Date**

5 September 2017