

Executive Licensing Panel - minutes

Centre 0208 (CARE Tunbridge Wells)

Variation Change of Person Responsible (PR)

Tuesday, 10 April 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Caylin Joski-Jethi (Chair) Clare Ettinghausen Anna Quinn	Head of Intelligence Director of Strategy and Corporate Affairs Scientific Policy Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Kathleen Sarsfield Watson Nana Gyamfi	Senior Governance Manager Communications Manager Licensing Information Officer

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:

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

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 this change of PR is being requested because of the scale of non-compliance found at the renewal inspection of the centre, conducted on 28 and 29 November 2017, a report of which is being prepared for submission to a licensing committee.
- 1.3. The panel noted that the current treatment (including embryo testing) and storage licence ends on 30 April 2018. Due to this, and the scale of the non-compliances noted during the inspection, Special Directions have been granted under section 24(5A)(b) of the Act for the purpose of continuation of the centre's treatment (including embryo testing) and storage licence from 1 May 2018 to 31 August 2018. This is to allow time for the administrative process of licence renewal to be completed within its usual timeframe. Whilst these Special Directions are in force, the Person Responsible shall ensure that the duties under section 17(1) of the Human Fertilisation and Embryology Act 1990 (as amended) are complied with in relation to the activities licenced under the old licence (L/0208/8/d) in accordance with the standard licence conditions applicable at the date of expiry of the old licence.
- 1.4. The panel noted that the proposed PR, Mr Mark Wilcox, 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.
- 1.5. The panel noted that Mr Mark Wilcox has suitable qualifications for the role of PR.
- 1.6. 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).
- 1.7. The panel noted that all information required under General Directions 0008 has been provided.
- 1.8. The panel noted that centre staff, including the proposed PR, are engaged with the centre's inspector and have provided good evidence that all the report's recommendations are being implemented and will be completed within the required timescales.
- 1.9. The panel noted the confirmation, received from Mr Mark Wilcox, demonstrated that he is aware of all the non-compliances and provided a commitment that they will be addressed by 1 April 2018.
- 1.10. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Mr Mark Wilcox as the PR and issue a new Special Directions to include the new PR's name.

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 CARE Tunbridge Wells (centre 0208), with immediate effect to reflect the change of Person Responsible to Mr Mark Wilcox in accordance with Section 18A of the HFE Act 1990 (as amended). The panel also endorsed the recommendation to issue a new Special Directions to include the new PR's name.

- 2.3.** The panel looked forward to receiving an update, on progress being made concerning the non-compliances identified at the renewal inspection, after 1 April 2018.
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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 "Caylin", written over a horizontal line.

Name

Caylin Joski-Jethi

Date

16 April 2018