

Executive Licensing Panel - minutes

Salisbury Fertility Centre (Centre 0197)

Variation Change of Person Responsible (PR)

Thursday, 16 August 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Caylin Joski-Jethi (Chair) Anna Quinn Laura Riley	Head of Intelligence Scientific Policy Manager Head of Regulatory Policy
Members of the Executive	Richard Chamberlain	Temporary Committee Clerk
Observers	Catherine Burwood	Senior Governance Manager

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 (appropriately signed) for a change of Person Responsible (PR), an executive summary, previous licensing minutes, a CV of the proposed PR, and email confirmation of acceptance from the proposed PR.
- 1.2. The panel noted that the proposed PR, Mrs Aarti Umranikar, is willing to assume the responsibility of the role of PR.
- 1.3. The panel noted that the proposed PR has satisfactorily completed the HFEA PR Entry Programme (PREP) and the certificate number was provided.
- 1.4. The panel noted that the applicant is registered with the General Medical Council. The applicant's professional membership has been checked, is current and does not include any conditions.
- 1.5. The panel noted that Mrs Aarti Umranikar has suitable qualifications and practical experience for the role of PR.
- 1.6. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Mrs Aarti Umranikar, 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 the inspectorate's recommendation to vary the centre's licence to appoint Mrs Aarti Umranikar as the PR.
- 1.9. The panel noted that at the time of the centre's last renewal inspection, on 22 November 2016, there were four 'major' areas and one 'other' area of non-compliance and that in the Executive update of 24 March 2017 evidence had been provided that the recommendations for improvement by inspectors on improving its rate of multiple births, have been fully implemented.

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 Salisbury Fertility Centre (centre 0197) with immediate effect to reflect the change of Person Responsible to Mrs Aarti Umranikar in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

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

Signature



Name

Caylin Joski-Jethi

Date

3 September 2018