

Executive Licensing Panel - minutes

Centre 0119 (Birmingham Women's Hospital)

Variation Change of Person Responsible (PR)

Thursday, 3 October 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen Niamh Marren Helen Crutcher	Director of Strategy and Corporate Affairs Regulatory Policy Manager Risk & Business Planning Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Licensing 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:

- 9th 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 an 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 current PR is unable to perform their duties due to an unforeseen long-term medical related absence from work and are not due to return to work for an extended period of time. The proposed PR is due to take over the duties until the current PR is ready to return to work.
- 1.3. The panel noted that this application has been submitted using an emergency 'Word' facsimile of the 'change of Person Responsible or Licence Holder' application form in the clinic portal, prepared by the Executive and provided to the centre for completion. This mode of application is necessary because the current PR is not available to submit the application form through the clinic portal.
- 1.4. The panel noted that the proposed PR, Dr Jackson Kirkman-Brown is willing to assume the responsibility of the role of PR. The panel noted that the proposed PR has completed the HFEA PR Entry Programme and has 23 years of practical experience which is directly relevant to the activity to be authorised by the licence.
- 1.5. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Dr Jackson Kirkman-Brown are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.6. The panel noted that all information required under General Directions 0008 has been provided.
- 1.7. The panel noted that the proposed PR is also the PR of research project R0173 at the Centre for Human Reproductive Science (centre 0209). Normally, the PR of a research project should not be the PR of a treatment and storage licence (HFEA Code of Practice paragraph 22.1). The Executive is prepared to recommend the acceptance of this application, in breach of HFEA guidance, only because the proposed PR has confirmed that the research project of which he is PR, currently does not recruit gamete or embryo donors from centre 0119 nor will it do so while he is PR of the treatment and storage activities at centre 0119.
- 1.8. The panel noted the inspectorate's recommendation to vary the centre's licence to Dr Jackson Kirkman-Brown as the PR.

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 Birmingham Women's Hospital (centre 0119) to reflect the change of Person Responsible to Dr Jackson Kirkman-Brown in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel agreed that a condition should be added to the centre's licence, stating that research project R0173 will not recruit gamete or embryo donors, from centre 0119, whilst Dr Jackson Kirkman-Brown holds the role of PR for treatment and storage activities at this centre. If no representations or further information is received, the panel was happy for the final varied licence to be issued, on receipt of acceptance from the PR.
- 2.4. The panel considered that Dr Jackson Kirkman-Brown's appointment as PR will be on a medium-term basis, as a solution, whilst the current PR is absent from the centre for medical related

reasons. Should this change of PR exceed a twelve month period, the panel would expect Dr Jackson Kirkman-Brown to step down from holding the position as PR for project R0193.

3. Chair's signature

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

Signature



Name

Clare Ettinghausen

Date

4 October 2019