

Executive Licensing Panel - minutes

Centre 0357 (Thames Valley Fertility)

Variation Change of Person Responsible (PR)

Tuesday, 25 February 2020

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Clare Ettinghausen (Chair) Kathleen Sarsfield-Watson Howard Ryan	Director of Strategy and Corporate Affairs Communications Manager Data Analyst
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Rachel Cutting	Licensing Manager Director of Information and Compliance (Induction)

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 proposed PR, Ms Danielle Breen, is currently the Deputy Laboratory Manager at Thames Valley Fertility. She has held this position since 2017 and will become the acting Laboratory Manager when the current PR leaves the centre at the end of February 2020. The proposed PR has academic qualifications and extensive experience in Clinical Embryology, which is directly relevant to the activity to be authorised by the licence.
- 1.3. The panel noted that the proposed PR has successfully completed the HFEA PR Entry Programme (T/1369/82) subsequent to the submission of the application.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Ms Danielle Breen 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 the inspectorate's recommendation to vary the centre's licence to Ms Danielle Breen as the PR.

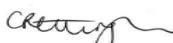
2. Decision

- 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 noted the level of non-compliance identified at the centre's renewal inspection, conducted on 27 and 28 February 2019. This was considered by the Licence Committee (LC) on 11 July 2019, who agreed that a targeted interim inspection is conducted within one year to assess the implementation of the recommendations and the centre's general compliance. The panel encouraged the new PR to actively engage with the inspectorate in advance of this targeted interim inspection.
- 2.3. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of Thames Valley Fertility (centre 0357) with immediate effect to reflect the change of Person Responsible to Ms Danielle Breen 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

Clare Ettinghausen

Date

3 March 2020