

Executive Licensing Panel - minutes

Centre 0153 (Homerton Fertility Centre)

Variation Change of Person Responsible (PR)

Tuesday, 11 August 2020

HFEA Teleconference Meeting

Panel members	Richard Sydee (Chair) Joanne Anton Howard Ryan	Director of Finance and Resources Head of Regulatory Policy Data Analyst
Members of the Executive	Dee Knoyle	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.
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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 an application to change the PR at Homerton Fertility Centre, centre 0153 has been received by the HFEA, as the current PR plans to stand down due to a reduction in NHS working hours.
- 1.3. The panel noted that the proposed PR, Ms Garima Srivastava, has academic qualifications in the field of medicine and more than two years of practical experience which is directly relevant to the activities authorised on the licence. The proposed PR has been in her current post, working as a consultant gynaecologist in assisted conception for five years and has successfully completed the HFEA PR Entry Programme (T/1374/82).
- 1.4. The panel noted that centre 0153 has two outstanding audits in relation to the surgical pathway and data submission. These audits are required to ensure that corrective actions implemented since the last inspection have been effective. The panel noted that due to the Covid-19 pandemic, a new deadline has been agreed and these audits are now due to be submitted by December 2020. The proposed PR, Ms Garima Srivastava, is aware of the outstanding audits and has agreed to the deadline.
- 1.5. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Ms Garima Srivastava 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 the inspectorate's recommendation to approve this application to vary the centre's licence to reflect a change of PR to Ms Garima Srivastava.

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 Homerton Fertility Centre, centre 0153 with immediate effect to reflect a change of Person Responsible to Ms Garima Srivastava, in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel encourages the PR to engage with the inspectorate for support in achieving and maintaining compliance at the centre.

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 'Richard Sydee', is written over a light grey rectangular background.

Name

Richard Sydee

Date

18 August 2020