

Executive Licensing Panel Minutes

Centre 0339 (CREATE Fertility, London St Paul's)

Variation of Change of Person Responsible (PR)

Date: 12 January 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair) Dina Halai Anna Coundley	Director of Strategy and Corporate Affairs Senior Scientific Policy Manager Policy Manager
------------	---	--

Executive:	Bernice Ash	Secretary
------------	-------------	-----------

Observers:	Catherine Burwood Debbie Okutubo	Licensing Manager 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:

- 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 a completed application form, an executive summary, previous licensing minutes, a CV and confirmation of acceptance from the Person Responsible (PR).
- 1.2.** The panel noted that an application to change the PR for CREATE Fertility, London St Paul's had been received by the HFEA on 17 December 2020 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3.** The panel noted that the proposed PR, Dr Martin Wilding, has academic qualifications in the field of biological sciences and has more than two years of practical experience which are directly relevant to the activities to be authorised by the licence. The proposed PR has successfully completed the HFEA PR Entry Programme (T/135/82).
- 1.4.** The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Dr Martin Wilding, 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 an interim inspection was conducted at the centre on 21 and 22 January 2020 and the issues below remain outstanding:
- The PR should ensure that consent to legal parenthood in surrogacy cases, obtained and documented at the centre, is valid. The PR should also ensure that the marital status of patients having treatment is established and clearly documented.
 - The PR should ensure flammable solvents are stored appropriately in the clinic.
 - The PR should ensure that evidence is obtained for the compliance of each donor sample imported with General Direction 0006, notably with respect to donor screening requirements.
 - The PR should ensure that all licensed treatment activity is reported to the Authority within the timeframes required by General Direction 0005.
- 1.6.** The panel noted that the proposed PR is aware of the outstanding issues and has agreed to take responsibility for them.
- 1.7.** The panel noted that all the 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 Dr Martin Wilding as the PR.
- 1.9.** The panel noted that the centre has been issued with an Importing Tissue Establishment (ITE) importing certificate, pursuant to the Human Fertilisation and Embryology (Amendment) Regulations 2018. If this application is approved, the centre's ITE certificate should be amended to reflect the new PR's details.

2. Decision

- 2.1. The panel agreed that 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 CREATE Fertility, London St Paul's (centre 0339) with immediate effect to reflect the change of Person Responsible to Dr Martin Wilding, in accordance with Section 18A of the HFE Act 1990 (as amended).
- 2.3. The panel agreed that the centre's ITE's import certificate should be amended to reflect the new PR's details.

3. Chairs signature

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

Signature



Name

Clare Ettinghausen

Date

18 January 2021