

# Executive Licensing Panel Minutes

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## Centre 0324 (City Fertility)

### Variation to Change Person Responsible (PR)

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Date: 26 April 2021

Venue: HFEA Teleconference Meeting

Attendees:	Clare Ettinghausen (Chair)	Director of Strategy and Corporate Affairs
	Yvonne Akinmodun	Head of Human Resources
	Dina Halai	Senior Scientific Policy Manager

Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood	Licensing Manager
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### 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.
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## **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 proposed Person Responsible (PR).
- 1.2.** The panel noted that an application to change the PR for City Fertility has been received by the HFEA on 22 April 2021 and it is requested to be considered by the Executive Licensing Panel (ELP).
- 1.3.** The panel noted that the current PR has already left his post and it is requested that this application is considered by the Executive Licensing Panel (ELP) as a matter of urgency.
- 1.4.** The panel noted that the proposed PR, Dr Malini Uppal, has academic qualifications in the field of medicine, obstetrics and gynecology 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/1385/82).
- 1.5.** The panel noted that, from the information provided, that the character, qualifications and experience of the proposed PR, Dr Malini Uppal, 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 assurances have been provided that the recommendations for improvement, made at the time of the last inspection, have been fully implemented.
- 1.7.** The panel noted that the executive recommends that the centre is required to review procedures to ensure that in future, sufficient notification is provided to the HFEA to prevent the clinic acting in breach of the conditions of the Act. The centre should be required to investigate the circumstances that led to this situation arising and submit a summary report to the HFEA documenting the findings of the investigation, and the timescale for implementation of any corrective actions. This report should be provided to the HFEA by 27 June 2021.
- 1.8.** The panel noted the inspectorate's recommendation to vary the centre's licence to Dr Malini Uppal as the PR.
- 1.9.** The panel noted that, as a result of the UK's departure from the EU, a relicensing exercise is currently in progress. This follows approval by the Licence Committee (LC) of a variation without application on 4 March 2021, meaning that new offer licences are being sent to all clinics, incorporating changes to some of the standard licence conditions. The varied licences will all come into effect on 1 July 2021, after the transition period ends on 30 June 2021.
- 1.10.** Due to the relicensing exercise, the panel is asked to approve this change of PR for the centre's current licence, and also for the new, varied, licence that will supersede it on 1 July 2021. The Licensing team will send the centre a varied licence (if approved) for immediate use until 30 June 2021, and an updated offer licence for 1 July 2021 onwards, also reflecting the variation of PR, as requested.
- 1.11.** 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.

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## 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 that the centre is required to review procedures to ensure that in future, sufficient notification is provided to the HFEA to prevent the clinic acting in breach of the conditions of the Act. The centre should be required to investigate the circumstances that led to this situation arising and submit a summary report to the HFEA documenting the findings of the investigation, and the timescale for implementation of any corrective actions. This report should be provided to the HFEA by 27 June 2021.
- 2.3.** The panel endorsed the inspectorate's recommendation and agreed to vary the current licence of City Fertility (centre 0324) with immediate effect to reflect the change of Person Responsible to Dr Malini Uppal in accordance with Section 18A of the HFE Act 1990 (as amended), also approving this change for the new, varied, licence that will supersede it on 1 July 2021. The Licensing team will send the centre a varied licence for immediate use until 30 June 2021, and an updated offer licence for 1 July 2021 onwards, also reflecting the approved variation of PR.
- 2.4.** The panel agreed that the centre's ITE import certificate should be amended to reflect the new PR's details.

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## 3. Chair's signature

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

### Signature



### Name

Clare Ettinghausen

### Date

26 April 2021