

# HFEA Licence Committee Meeting

## 22 June 2009

21 Bloomsbury Street London WC1B 3HF

### Minutes – Item 3

#### Bristol Centre for Reproductive Medicine (0295) – Change of Nominal Licensee

Members of the Committee:	Committee Secretary:
David Archard (lay) – Chair	Kristen Veblen
Jennifer Hunt (counsellor)	Legal Adviser:
Hossam Abdalla (clinician)	Mary Timms, Field Fisher Waterhouse
	Observers:
	Mark Bennett, HFEA
	Peter Thompson, HFEA

Declarations of Interest: members of the Committee declared that they had no conflicts of interest in relation to this item.

The following papers were considered by the Committee:

- papers for licence committee (13 pages)
- no tabled papers.

The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings and Hearings
- 7th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- HFEA (Licence Committees and Appeals) Regulations 1991 (SI 1991/1889)
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence; and
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.

1. The Committee considered the papers, which included an executive summary and the application made by Sarah Hughes to replace David Jarrett, who had resigned, as Nominal Licensee. The Committee noted that this application was signed, and included both the CV of the prospective Nominal Licensee and a signed resignation from the current Nominal Licensee.
2. The Committee considered Miss Hughes' CV and noted that she is the Assistant General Manager of Fertility Services at the Southmead Hospital. The Committee agreed that Miss Hughes' CV demonstrated that she was appropriately qualified, and had both management experience and knowledge of what was expected in licensed premises.
3. On this basis, the Committee agreed that it was satisfied that Miss Hughes was a suitable person to hold the licence.

The Committee's Decision

4. The Committee decided to vary the licence, as requested, to recognise Sarah Hughes as the Nominal Licensee for the Centre.

Signed.......... Date 7 / July / 09  
David Archard (Chair)