

HFEA Executive Licensing Panel Meeting

23rd October 2009

21 Bloomsbury Street London WC1B 3HF

Minutes – item 4

Oxford Fertility Unit (0035), Application to vary to change the Licence Holder

Members of the Panel:

Peter Thompson, Director of Strategy & Information (Chair)	Committee Administrator: Joanne McAlpine
Mark Bennett, Director of Finance & Facilities	
Brandon Welsh, Head of Audit	

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 (12 pages)
- Revised application form and CV (10 page)

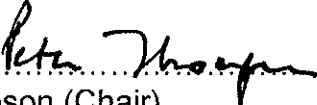
The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings of the Authority's Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Direction 0008 (where relevant), and any other relevant Directions issued by the Authority;
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21st January 2009
- Indicative applications guidance on the time period for which licences should be granted approved by the Authority on 9th September 2009
- Indicative sanctions guidance approved by the Authority on 18th March 2009
- Licence application and any relevant documentation.

1. The Panel noted the tabled pages in relation to this item, and as it came from the inspector on behalf of the centre, agreed to accept this additional information.
2. The Panel noted that this item is an application for change of Licence Holder as the centre currently does not have a Licence Holder in place, and that the centre requests for Mrs Janet Talbot to be appointed.
3. The Panel considered the papers, which included an executive summary, an application to vary and a CV.
4. The Panel considered Mrs Talbot's CV and noted that she is currently an administration and finance manager. The Panel agreed that Mrs Talbot demonstrated that she was appropriately qualified, and had both the experience and knowledge of what was expected of a licensed premises.
5. The Panel noted that the Person Responsible was in support of the application.
6. The Panel noted that the inspectorate agreed with the recommendation for Mrs Talbot to become the Licence Holder.
7. On this basis, the Panel agreed that it was satisfied that Mrs Janet Talbot was a suitable person to hold the licence.

The Panel's Decision

8. The Panel decided to vary the licence to make Mrs Janet Talbot the Licence Holder in accordance with section 18A of the HFE Act.

Signed.......... Date...3 November 2009..
Peter Thompson (Chair)