

HFEA Executive Licensing Panel Meeting

11 February 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – item 6

Assisted Conception Unit, Kings College Hospital (0109), Application to Vary to Change Licence Holder

Members of the Panel:

Peter Thompson, Director of Strategy & Information (Chair) Committee Administrator:
Joanne McAlpine

Mark Bennett, Director of Finance & Facilities

Trish Davies, Director of Compliance

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 (11 pages)
- Tabled CV of proposed Licence Holder

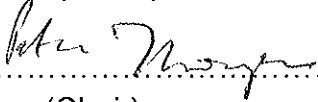
The Committee also had before it:

- 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 21 January 2009
- Indicative applications guidance on the time period for which licences should be granted approved by the Authority on 21 October 2009
- Indicative sanctions guidance approved by the Authority on 18 March 2009
- Licence application and any relevant documentation

1. The Panel considered the papers which included an executive summary, an application to vary to change the Licence Holder, supporting letter from the current Person Responsible Mr John Parsons and tabled CV.
2. The Panel noted that the proposed Licence Holder, Ms Sarah Dawson, has replaced the previous Licence Holder, Mrs Cathy Warwick, as General Manager of Womens and Children's Services at Kings College London. Ms Dawson has completed the required application form and provided a supporting letter from Mr John Parsons, the Person Responsible.
3. The Panel noted that they were also in receipt of a CV that they agreed to accept as a tabled item as it had been submitted from the centre.
4. The Panel considered Ms Sarah Dawson's CV and noted that there were no issues regarding character, qualifications or experience of the proposed Licence Holder or her ability to carry out their duties under section 17 of the HFE Act 1990 (as amended)
5. The Panel noted that they were in receipt of a signed application form and that they had the supporting documentation in support of the application.
6. The Panel noted the inspectorate's recommendation that they were in support of this application.

The Panel's Decision

7. The Panel agreed to vary the licence to make Ms Sarah Dawson the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended), subject to written confirmation from Ms Dawson that she is willing to accept the position.

Signed..........Date.....1/3/10.....
Peter Thompson (Chair)