

# HFEA Executive Licensing Panel Meeting

24 February 2010

21 Bloomsbury Street London WC1B 3HF

## Minutes – item 5

### IVF Wales (0049), Application for change of 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 ( 19 pages)
- Tabled CV of proposed Licence Holder

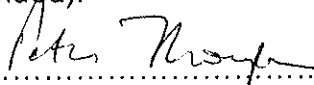
The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings of the Authority's Executive Licensing Panel
- 8<sup>th</sup> 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 change the Licence Holder, a confirmation letter from the Person Responsible and the CV of the proposed Licence Holder.
2. The Panel noted that since the 30 September 2009 the centre had been without an effective Licence Holder as the previous incumbent ceased employment with Cardiff and Vale NHS Trust at short notice.
3. The Panel noted that the new Medical Director at Cardiff and Vale NHS Trust, Dr Christopher Jones, had applied to be the Licence Holder.
4. The Panel considered Dr Christopher Jones' CV and noted he had extensive experience and that the current PR was in support of the application.
5. The Panel noted it was in receipt of a signed application form and relevant supporting documentation.
6. The Panel noted the inspectorate's recommendation in support of this application to vary the current licence to appoint Dr Christopher Jones as the Licence Holder.

#### The Panel's Decision

7. The Panel agreed to vary the licence to make Dr Christopher Jones the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended).

Signed.....  ..... Date..... 5/3/10.....  
Peter Thompson (Chair)