

HFEA Executive Licensing Panel Meeting

11 March 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 2

BMI Chelsfield Park ACU (0086) 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

Ian Peacock, Analyst Programmer

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 (15 pages)
- no papers were tabled for this item

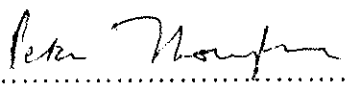
The Committee also had before it:

- 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 the Licence Holder, CV of the proposed licence holder, a letter from the Person Responsible in support, and a letter from the proposed Licence Holder.
2. The Panel noted that the current Licence Holder Mr Peter Harris no longer has any managerial responsibilities at the centre and so is stepping down from this position.
3. The Panel noted that the Person Responsible Dr Judy Reid has proposed Ms Ruth Webber to become the Licence Holder.
4. The Panel noted Ms Weber's CV and that she has recently been appointed the new Executive Director Chelsfield Park Hospital.
5. The Panel noted that it was in receipt of a signed application form and written confirmation from both the Person Responsible and the Licence Holder.
6. The Panel noted that there were no issues regarding character, qualifications or experience of the Licence Holder and that she had more than two years practical experience.
7. The Panel noted the inspectorate's recommendation in support of this application.
8. The Panel agreed that it was satisfied regarding the suitability of the proposed Licence Holder.

The Panel's Decision

9. The Panel agreed to vary the licence to make Ms Ruth Weber the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended).

Signed..........Date.....22/03/10.....
Peter Thompson (Chair)