

# HFEA Executive Licensing Panel Meeting

11 February 2010

21 Bloomsbury Street London WC1B 3HF

## Minutes – item 5

### Salisbury Fertility Centre (0197), 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 ( 8 pages)
- Tabled CV of proposed Licence Holder

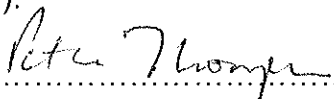
The Committee also had before it:

- 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 vary to change the Licence Holder, a confirmation letter from the Person Responsible in support of the application and CV of the proposed Licence Holder.
2. The Panel noted that the proposed Licence Holder Dr Brown is a non executive director of Salisbury NHS Trust and replaces Mr Burrows who has recently retired from the post.
3. The Panel noted that they were 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 Dr Lydia Brown's CV and noted that she has extensive experience and that the current PR is in support of the application.
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 Dr Lydia Brown the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended).

Signed.....  ..... Date..... 1/2/10.....  
Peter Thompson (Chair)