

HFEA Executive Licence Panel Meeting

10 September 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 9

Centre 0307 (Southampton Fertility Unit) – Application to change the Person Responsible and change the Centre name

Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Nick Jones, Director of Compliance Hannah Darby, Policy Manager	Committee Secretary: Terence Dourado
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The following papers were considered by the Panel:

- Executive Summary
- Application form for change of centre name
- Application form for change of Person Responsible (PR)
- Resignation letter from the outgoing PR
- Acceptance letter from the proposed PR
- CV of the proposed PR
- Reference in support of the proposed PR (#1)
- Reference in support of the proposed PR (#2)

The Panel also had before it:

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance

- HFEA Directions 0000 – 0012
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

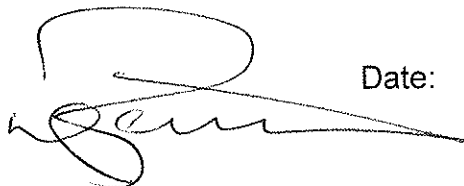
Consideration of Application

1. The Panel noted that the Centre has requested to vary its licence to change the Centre's name from Southampton Fertility Unit to Complete Fertility Centre Southampton in order to reflect a rebranding at the Centre.
2. The Panel noted that Centre's current Person Responsible (PR), Dr Nick Brook, resigned from his role as stated in an email from Dr Brook confirming his resignation. The Panel also noted that it had received a letter of acceptance from the proposed PR, Professor Nick Macklon, confirming that he is willing to accept the PR role.
3. The Panel noted that it was in receipt of an application and supporting documentation for the proposed PR, and it was satisfied that these documents were in compliance with Direction 0008.
4. The Panel noted the proposed PR has completed the HFEA PR Entry Programme (PREP) and his qualifications satisfied the requirements of section 16 (2) of the HFEA Act 1990 (as amended). Furthermore, the Panel noted that the proposed PR had submitted two references which both attested to his suitability for the role.
5. The Panel noted that the Inspector recommended the appointment of the proposed PR.

The Panel's Decision

6. The Panel agreed to vary the Centre's licence to recognise:
 - A change of Centre name to: Complete Fertility Centre Southampton;
 - Professor Nick Macklon as the Person Responsible in accordance with Section 18A of the HFE Act (as amended).

Signed:



Date:

21/9/10

Mark Bennett (Chair)