

HFEA Executive Licence Panel Meeting

20 October 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 10

Centre 0049 (IVF Wales) – Application to vary centre's licence to change Licence Holder

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Nick Jones, Director of Compliance Juliet Tizzard, Head of Policy	Committee Secretary: Joanne McAlpine Observing: Claudia Lally, Compliance Business Support
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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 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 been operating without a Licence Holder in post since 1 June 2010. This was due to the previous Licence Holder being seconded to a post at the Welsh Assembly at short notice.
2. The Panel noted that the Person Responsible (PR) has requested to vary its licence to appoint the incoming Medical Director of Cardiff and Vale NHS Trust, Dr Graham Shortland, to become the Licence Holder.
3. The Panel noted that the proposed Licence Holder has supplied a letter showing a willingness to accept the position, and has enclosed a CV.
4. The Panel noted that they were in receipt of an appropriately signed application form and a letter of resignation from the outgoing Licence Holder.
5. The Panel noted the Executive's recommendation that they are in support of the application to appoint Dr Graham Shortland as the Licence Holder, and that in their opinion he holds the appropriate attributes and qualifications to undertake the role.
6. The Panel agreed that it was clear from Dr Shortland's CV that he has the appropriate qualifications and character to be appointed as the Licence Holder.

The Panel's Decision

7. The Panel agreed to vary the centre's licence to appoint Dr Graham Shortland as the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:  Date: 2/11/2010.

Peter Thompson (Chair)