

HFEA Executive Licence Panel Meeting

17 November 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 5

Centre 0295 (The Bristol Centre for Reproductive Medicine) – Variation of licence for change of Licence Holder

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Nick Jones, Director of Compliance Mark Bennett – Director of Finance & Facilities	Committee Secretary: Joanne McAlpine
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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 considered the papers, which included an executive summary and application for the variation of licence for change of Licence Holder, a letter from the proposed Licence Holder stating that they are willing to accept the position and CV and a letter of resignation from the outgoing Licence Holder.
2. The Panel noted that the current Licence Holder Ms Sarah Hughes is leaving the centre.
3. The Panel noted Mr Paul Wilson's CV and noted that he is currently the Head of Embryology & Andrology at the centre and previously he was a Person Responsible and Laboratory Director.
4. The Panel noted that Mr Wilson's CV demonstrated that he is appropriately qualified, and has both the experience and knowledge of what is expected in a licensed premises.
5. The Panel noted that the Inspectorate have recommended the licence be varied to appoint Mr Wilson as the Licence Holder.
6. The Panel concluded that on the evidence before them, that Mr Paul Wilson was a suitable person to hold the licence.

Decision

7. The Panel agreed to vary the licence to make Mr Paul Wilson the Licence Holder in accordance with section 18A of the HFE Act.

Signed:  Date: 3/12/10.

Peter Thompson (Chair)