

# HFEA Executive Licence Panel Meeting

## 15 July 2011

21 Bloomsbury Street London WC1B 3HF

### Minutes – Item 3

#### Centre 0030 (Herts and Essex Fertility Centre) – Variation Application to change Person Responsible and Licence Holder

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Nick Jones, Director of Compliance Hannah Darby, Policy Manager	Committee Secretary: Joanne McAlpine Lauren Crawford (shadowing)
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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:

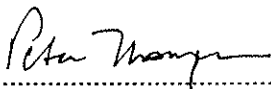
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- 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, an application to change the Person Responsible (PR), an application to change the Licence Holder (LH), the CV of the proposed Person Responsible, and appropriate references in support of the Person Responsible.
2. The Panel noted that this was a joint application. The current PR, Michael Ah-Moye, has applied to step down and become the Licence Holder at the centre, and the current Licence Holder, Andrew Glew, has applied to take on the role of the Person Responsible.
3. The Panel noted it was in receipt of signed application forms for both posts and that they had written confirmation from both applicants expressing their consent to changing roles.
4. The Panel noted that the appropriate references had been received and were in support of the application.
5. The Panel considered Andrew Glew's CV and noted that he was currently the Licence Holder. In addition he has 5 years experience as an external inspector on behalf of the Authority.
6. The Panel noted that Mr Glew had completed the HFEA PR Entry Programme and this met the requirement of HFEA Licence Condition T8.
7. The Panel found no issues regarding character, qualifications or experience of the proposed Person Responsible or his ability to carry out his duties under section 17 of the HFE Act 1990 (as amended).
8. The Panel agreed that they were satisfied regarding the suitability of the proposed PR.
9. The Panel noted the Inspectorate's recommendation to approve the application for the change of PR and LH.

## The Panel's Decision

10. The Panel agreed to vary the licence to make Andrew Glew the Person Responsible and Michael Ah-Moye the Licence Holder, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed  Date 27/7/11.

Peter Thompson (Chair)