

# HFEA Executive Licence Panel Meeting

27 January 2012

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

## Minutes – Item 4

### Centre 0167– (Reproductive Medicine Unit) – Variation of Licence to Change Licence Holder

Members of the Panel: Peter Thompson (Chair) Mark Bennett, Director of Finance & Facilities Danielle Hamm, Senior Policy Manager	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 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 Licence Holder (LH), a resignation letter from the outgoing LH, and an acceptance letter from the proposed LH, and a CV of the proposed LH.
2. The Panel noted that the centre submitted an application for the change of LH to the HFEA on the 22 December 2011.
3. The Panel noted that the current LH Dr David Fish, has confirmed his resignation and that the proposed LH Dr Gill Gaskin, has written confirming she is willing to assume the responsibility of the role.
4. The Panel noted that the outgoing LH has already relinquished the role following his resignation from the post of Medical Director of the Specialists Board at the University College London Hospitals NHS Foundation Trust.
5. The Panel noted that the proposed LH has already taken up the post of Medical Director.
6. The Panel noted that the proposed LH's CV states that she has obtained academic qualifications in the field of medicine, is a Fellow of the Royal College of Physicians and is registered with the General Medical Council.
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Dr Gill Gaskin as the Licence Holder.

## Decision

8. The Panel agreed it was in receipt of the supporting documentation as required by the HFE Act 1990 (as amended) in relation to section 16(2), which sets out the requirements of a LH.
9. The Panel endorsed the Inspectorate's recommendation to appoint Dr Gill Gaskin as the Licence Holder for the Reproductive Medicine Unit (Centre 0167) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:   
Peter Thompson (Chair)

Date: 7/2/12