

HFEA Executive Licensing Panel Meeting

11 January 2013

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

Minutes – Item 3

Centre 0153 – (Homerton Fertility Centre) – Variation of Licence to Change Licence Holder

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Nick Jones, Director of Compliance Joanne Anton, 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:

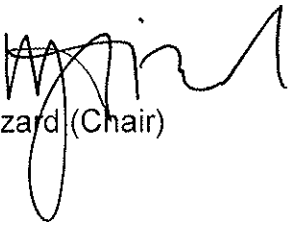
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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), an acceptance letter from the proposed LH together with a CV, and a resignation letter from the outgoing LH.
2. The Panel noted that an application for a change of LH has been received by the HFEA from centre 0153.
3. The Panel noted that the current LH, Ms Nancy Hallett, has submitted a letter confirming her resignation from the role.
4. The Panel noted that the proposed LH, Ms Tracey Fletcher, has written a letter confirming her willingness to assume the responsibility of the LH.
5. The Panel noted the proposed LH's CV and academic qualifications, and agreed that her character is suitable to hold the role of LH.

Decision

6. 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.
7. The Panel agreed to the Inspectorate's recommendation to appoint Ms Tracey Fletcher as the LH for the Homerton Fertility Centre (Centre 0153) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed: 
Juliet Tizzard (Chair)

Date:

31 January 2013