

HFEA Executive Licensing Panel Meeting

19 October 2012

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

Minutes – Item 5

Centre 0080 – (Andrology Unit, Hammersmith Hospital) – Variation of Licence Change of Licence Holder

Members of the Panel:	Committee Secretary:
Juliet Tizzard, Head of Policy & Communications (Chair)	Joanne McAlpine
Hannah Darby, Senior Policy Manager	Observing:
David Moysen, Head of IT	Neil McComb, Register Information Officer

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) and an acceptance letter and CV from the proposed LH.
2. The Panel noted that an application to appoint a LH has been received by the HFEA.
3. The Panel noted that the current LH, Dr Richard Chapman, had been made redundant so a letter of resignation was not available.
4. The Panel noted that the proposed LH, Dr Francis Matthey, has the relevant qualifications and experience.
5. The Panel noted that the proposed LH, Dr Francis Matthey, has written a letter confirming his willingness to assume the responsibility.
6. The Panel noted the Inspectorate's recommendation to approve the appointment of Dr Francis Matthey as LH.

Decision

7. 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.
8. The Panel agreed to the Inspectorate's recommendation to appoint Dr Francis Matthey as the LH with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed: 
Juliet Tizzard (Chair)

Date: 30 October 2012