

HFEA Executive Licence Panel Meeting

27 January 2012

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

Minutes – Item 3

Centre 0167– (Reproductive Medicine Unit) – Variation of Licence to Change Person Responsible

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| 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:

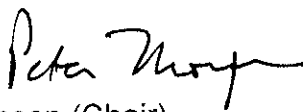
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 Person Responsible (PR), a resignation letter from the outgoing PR, and an acceptance letter from the proposed PR with references, a CV of the proposed PR and previous Licence Committee Minutes.
2. The Panel noted that the centre submitted an application for the change of PR to the HFEA on the 19 January 2012.
3. The Panel noted that the current PR Mr Rehan Salim, has confirmed his resignation and proposed Ms Melanie Davies to become the new PR.
4. The Panel noted that they were in receipt of a letter from the proposed PR Ms Melanie Davies, confirming that she is willing to assume the responsibility of the role of PR.
5. The Panel noted that Ms Davies has satisfactorily completed the PR Entry Programme, and noted her CV and that she is registered with the General Medical Council and has been a Consultant Obstetrician and Gynaecologist at University College London since 1996.
6. The Panel noted that appropriate references have been provided in support of Ms Davies appointment.
7. The Panel was satisfied that the character and qualifications of the proposed PR and that she meets the requirements of the HFE Act 1990 (as amended) in relation to section 16(2).
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Ms Davies as the Person Responsible.

Decision

9. 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 PR.
10. The Panel endorsed the Inspectorate's recommendation to appoint Ms Melanie Davies as the Person Responsible for the Reproductive Medicine Unit (Centre 0167) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:  Date: 7/2/12
Peter Thompson (Chair)