

HFEA Executive Licensing Panel Meeting

16 December 2009

21 Bloomsbury Street London WC1B 3HF

Minutes – item 5

Epsom and St Heliers (0259), Application to Vary for change of Licence Holder

Members of the Panel:

Peter Thompson, Director of Strategy & Information (Chair) Committee Administrator:
Joanne McAlpine

Mark Bennett, Director of Finance & Facilities

Trish Davies, Director of Compliance

Declarations of Interest: members of the Committee declared that they had no conflicts of interest in relation to this item.

The following papers were considered by the Committee:

- papers for Licence Committee (16 pages)
- no papers were tabled for this item

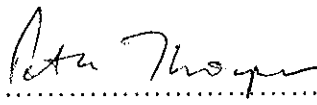
The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings of the Authority's Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Direction 0008 (where relevant), and any other relevant Directions issued by the Authority;
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009
- Indicative applications guidance on the time period for which licences should be granted approved by the Authority on 21 October 2009
- Indicative sanctions guidance approved by the Authority on 18 March 2009
- Licence application and any relevant documentation

1. The Panel considered the papers for this item which included an email from the quality manager submitting this application, an application to change the Licence Holder, and a comprehensive CV of the proposed Licence Holder.
2. The Panel noted it was in receipt of a signed application form and a completed CV from the applicant.
3. The Panel noted that Dr Rim Elrifai is currently Clinical Director for Womens and Children's Services at Epsom and St Helier and Consultant Paediatrician at Queen Mary's Hospital for Children, Epsom and St Helier.
4. The Panel noted that there were no issues regarding character, qualifications or experience of the proposed Licence Holder or his ability to carry out her duties under section 17 of the HFE Act 1990 (as amended)
5. The Panel noted this application for change of Licence Holder and noted that this application was light in terms of formal aspects (but not in terms of the cv of the applicant). The Panel requests the inspectorate to ask the Person Responsible to confirm in writing that she is in support of the appointment of the nominated Licence Holder.

The Panel's Decision

6. The Panel agreed to vary the licence to make Dr Rim Elrifai the Licence Holder in accordance with section 18A of the HFE Act 1990 (as amended), subject to confirmation from the Person Responsible that she is in support of the application.

Signed..........Date.....*4 January 2010*.....
Peter Thompson (Chair)