

# HFEA Executive Licence Panel Meeting

## 12 August 2011

21 Bloomsbury Street London WC1B 3HF

### Minutes – Item 4

#### Centre 0287 (Crosshouse Hospital) –Variation of licence to change the Licence Holder (Treatment)

Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Nick Jones, Director of Compliance Danielle Hamm, 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.

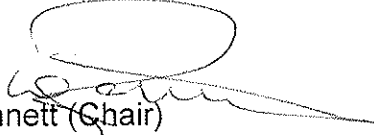
#### The Panel also had before it:

- 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

1. The Panel noted that an application to change the Licence Holder (LH) at this centre has been received.
2. The Panel noted correspondence from the Person Responsible (PR) to recognise Dr David Rae as the proposed LH at the centre, following the retirement of Dr Elaine Melrose.
3. The Panel noted correspondence from the proposed LH, Mr David Rae, confirming that he is willing to assume the responsibility of the role.
4. The Panel noted that they were in receipt of a letter of resignation from Dr Elaine Melrose, who stood down from the position as LH on 27 May 2011.
5. The Panel noted that the proposed LH has supplied his CV, and is currently a Consultant Obstetrician and Gynaecologist at the centre since 2003.
6. The Panel was satisfied as to the character and qualifications of the proposed LH, and were satisfied that he could carry out the role as LH.
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to approve Mr David Rae as the Licence Holder.

#### **Decision**

8. The Panel agreed it was in receipt of the supporting documentation as required by Direction 0008.
9. The Panel agreed to the Inspectorate's recommendation to appoint Mr David Rae as the LH for Crosshouse Hospital (Centre 0287) with immediate effect, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:   
Mark Bennett (Chair)

Date:

17 August 2011