

HFEA Executive Licence Panel Meeting
18 November 2011
Finsbury Tower, 103-105 Bunhill Row, London EC1Y 8HF

Minutes – Item 3

Centre 0291 – (Fertility Unit, Barking, Havering and Redbridge Hospitals Trust) – Variation of Licence to Change Licence Holder

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Mark Bennett, Director of Finance & Facilities Ian Peacock, Analyst Programmer	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:

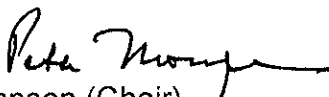
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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), a resignation letter from the outgoing LH, and an acceptance letter from the proposed LH, and a CV.
2. The Panel noted that the letter from the current LH, Mrs Carol Drummond, confirming her resignation has been received.
3. The Panel also noted that it was in receipt of a signed application form and that it had written confirmation from the proposed LH, Mr Stephen Burgess accepting the position.
4. The Panel noted that Mr Stephen Burgess is a Consultant Obstetrician and Gynaecologist, and holds the appropriate professional qualifications.
5. The Panel noted that the application and supporting documentation provided evidence of compliance with Directions 0008.
6. The Panel noted that the Inspectorate recommends the change of LH to Mr Stephen Burgess.

Decision

7. The Panel endorsed the Inspectorate's recommendation to vary the centre's licence to make Mr Stephen Burgess the LH, in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:  Date: 23/11/11.
Peter Thompson (Chair)