

HFEA Executive Licence Panel Meeting

13 January 2012

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

Minutes – Item 5

Centre 0119 (Birmingham Women's Hospital) – Variation Application to change Licence Holder

Members of the Panel:	Committee Secretary:
Peter Thompson, Director of Strategy & Information (Chair)	Lauren Crawford
Mark Bennett, Director of Finance and Facilities	
Nick Jones, Director of Compliance	

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:

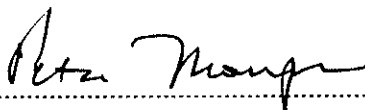
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 application to change the Licence Holder (LH), a letter of resignation from the current Licence Holder and a letter of acceptance and CV from the proposed Licence Holder.
2. The Panel noted that the current LH and Chief Executive of the Birmingham Women's Hospital Trust, Steve Peak, has resigned as of the 1 November 2011.
3. The Panel noted it was in receipt of a signed application form and that they had written confirmation from the proposed LH, Dr Rosemary Keeton, accepting the role of Licence Holder for this centre.
4. The Panel noted that Dr Keeton has taken over as the Interim Chief Executive of the Trust.
5. The Panel noted the Inspectorate's recommendation to approve the application for the change of LH.
6. The Panel agreed that they were satisfied regarding the suitability of the proposed LH.
7. The Panel confined its consideration to the evidence before it.

The Panel's Decision

8. The Panel agreed to vary the licence to make Dr Rosemary Keeton the Licence Holder, in accordance with section 18A of the HFE Act 1990 (as amended).
9. The Panel urged the centre to ensure that when the Chief Executive position is filled permanently, that the role of LH is also incorporated.

Signed  Date 20/1/12.

Peter Thompson (Chair)