

# HFEA Executive Licence Panel Meeting 13 January 2012

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

## Minutes – Item 7

### Centre 0148 (Shropshire and Mid-Wales Fertility Centre) – Variation Application to Appoint Licence Holder

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

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) and minutes of the Shrewsbury and Telford Hospital NHS Trust Board Meeting held on 27 October 2011. In this case the Trust Board had requested that it assume the responsibilities of the LH.
2. The Panel noted that the previous LH had left the Trust last summer and consequently there was not a letter of resignation for it to consider.
3. The Panel noted it was in receipt of a signed application form and that Board meeting minutes served as written confirmation from the proposed LH, accepting the role for this centre.
4. The Panel noted that the role of Medical Director would assume direct responsibility on behalf of the Board. Dr R Ashley Fraser is currently the Medical Director at this centre.
5. The Panel noted the Inspectorate's recommendation to approve the application for the change of LH.
6. The Panel agreed that it was 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 the Medical Director of Shrewsbury and Telford Hospital NHS Trust Board the Licence Holder, in accordance with section 18A of the HFE Act 1990 (as amended).
9. The Panel specified that the Licence Holder is identified as the post holder of Medical Director who is currently Dr R Ashley Fraser. The PR should inform the HFEA if the post or person is changed in the future.

Signed Peter Thompson Date 20/1/12

Peter Thompson (Chair)