

HFEA Executive Licensing Panel Meeting

10 May 2013

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

Minutes – Item 5

Centre 0026 – (BMI The Priory Hospital) – Change of Licence Holder

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Nick Jones – Director of Compliance Ian Peacock – Analyst Programmer	Committee Secretary: Rebecca Loveys
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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 a completed application form, a resignation letter from the current Licence Holder (LH), and an acceptance letter and CV from the proposed LH.
2. The Panel noted that the current LH, Mrs Jane Cuthbert, has written a letter to confirm her resignation.
3. The Panel noted that Mrs Cuthbert plans to take on the role of the new Person Responsible (PR) at the centre.
4. The Panel noted that the proposed LH, Mrs Carol Gulliver, has written a letter confirming her willingness to assume the responsibility.
5. The Panel noted that the proposed LH has the appropriate qualifications and experience required for the role.

Decision

6. The Panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2).
7. The Panel endorsed the inspectorate's recommendation and agreed to appoint Mrs Carol Gulliver as Licence Holder at BMI The Priory Hospital (0026) in accordance with Section 18A of the HFE Act 1990 (as amended).

Signed:

Juliet Tizzard (Chair)

Date:

15/5/13