

HFEA Executive Licensing Panel Meeting

23 May 2013

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

Minutes – Item 5

Centre 0109 – (Assisted Conception Unit, King’s College Hospital) – Change of Licence Holder

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Joanne Anton – Policy Manager Hannah Darby – Senior Policy Manager	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 and an acceptance letter and CV from the proposed Licence Holder (LH).
2. The Panel noted that the current LH, Mrs Sarah Dawson, is currently on maternity leave, and that the Person Responsible (PR) has written a letter on behalf of Mrs Dawson explaining her resignation from the role.
3. The Panel noted that Mrs Dawson plans to resume the role of LH following her return to work from maternity leave.
4. The Panel noted that the proposed LH, Mr Peter Fry, has written a letter confirming his 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 Mr Peter Fry as Licence Holder at Assisted Conception Unit, Kings College Hospital (0109) in accordance with Section 18A of the HFE Act 1990 (as amended).

Signed:

Juliet Tizzard (Chair)



Date:

4 June 2013