

HFEA Executive Licensing Panel Meeting

2 August 2013

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

Minutes – Item 4

Centre 0098 – (Lanarkshire Acute Hospital NHS Trust) – Variation of Licence Application to Change the Licence Holder

Members of the Panel: Mark Bennett – Director of Finance and Facilities (Chair) Nick Jones – Director of Compliance and Information Rachel Hopkins – Head of HR	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 centre's most recent LH, Dr Alison Graham, left her post as LH on 24 March 2013, and that the centre has since not had an appointed LH.
3. The Panel noted that its most recent LH, Dr Alison Graham, has written a letter confirming her resignation from the role.
4. The Panel noted that the proposed LH, Dr Iain Wallace, 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 Dr Iain Wallace as Licence Holder at the Lanarkshire Acute Hospital NHS Trust (0098) in accordance with Section 18A of the HFE Act 1990 (as amended).

Signed:

Mark Bennett (Chair)



Date:

7 August 2013