

HFEA Executive Licensing Panel Meeting

18 October 2013

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

Minutes – Item 5

Centre 0324 – (City Fertility) – Change of Licence Holder

Members of the Panel: Juliet Tizzard – Head of Policy & Communications (Chair) Joanne Anton – Policy Manager Hannah Verdin – Senior Policy Manager	Committee Secretary: Dee Knoyle Observing: Sam Hartley – Head of Governance and Licensing
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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, an Executive Summary, a resignation letter from the current Licence Holder (LH), and an acceptance letter and CV from the proposed.
2. The Panel noted that the centre's current LH, Mr Andrew Berkley, has written a letter confirming his resignation from the role.
3. The Panel noted that the proposed LH, Mr Matej Stejskal, has written a letter confirming his willingness to assume the responsibility.
4. The Panel noted that the proposed LH, Mr Matej Stejskal, has the appropriate qualifications and experience required for the role.
5. The Panel noted that the proposed LH, Mr Matej Stejskal, is based in the Czech Republic.
6. The Panel noted that all information required under General Directions 0008 has been provided.
7. The Panel noted the Inspectorate's recommendation for the Panel to approve the appointment of Mr Matej Stejskal as LH.

Decision

8. 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).
9. The Panel endorsed the Inspectorate's recommendation and agreed to vary the licence of City Fertility (Centre 0324) in order to appoint Mr Matej Stejskal as Licence Holder in accordance with Section 18A of the HFE Act 1990 (as amended).

Signed: 
Juliet Tizzard (Chair)

Date: 1 November 2013