

# HFEA Executive Licensing Panel Meeting

24 January 2014

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

## Minutes – Item 0201

### Centre 0201 – (Edinburgh Assisted Conception Unit) – Variation – Change of Licence Holder

|                                                       |                                                |
|-------------------------------------------------------|------------------------------------------------|
| <b>Members of the Panel:</b>                          | <b>Committee Secretary:</b>                    |
| Juliet Tizzard – Interim Director of Strategy (Chair) | Dee Knoyle                                     |
| Paula Robinson – Head of Business Planning            | <b>Observing:</b>                              |
| David Moysen – Head of IT                             | Sam Hartley – Head of Governance and Licensing |

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

#### The Panel had before it:

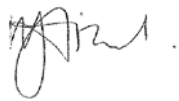
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 LH.
2. The Panel noted that the centre's current LH, Ms Sandra Mair, has written a letter confirming her resignation from the role.
3. The Panel noted that the proposed LH, Ms Fiona Mitchell, has written a letter confirming her willingness to assume the responsibility.
4. The Panel noted that the proposed LH, Ms Fiona Mitchell, has the appropriate qualifications and experience required for the role.
5. The Panel noted that all information required under General Direction 0008 has been provided.
6. The Panel noted the Inspectorate's recommendation for the Panel to approve the appointment of Ms Fiona Mitchell as LH.

## Decision

7. 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).
8. The Panel endorsed the Inspectorate's recommendation and agreed to vary the licence of Edinburgh Assisted Conception Unit (Centre 0201) in order to appoint Ms Fiona Mitchell as Licence Holder in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:  
Juliet Tizzard (Chair)

Date: 4 February 2014