

# HFEA Executive Licence Panel Meeting

5 October 2011

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

## Minutes – Item 3

### Centre 0144 - (The Woking Nuffield Hospital) – Variation of Licence to change the Centre Name and Licence Holder

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Mark Bennett, Director of Finance & Facilities Juliet Tizzard – Head of Policy and Communications	Committee Secretary: Joanne McAlpine
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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:

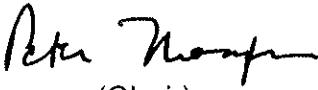
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 noted that the papers for this item consisted of an executive summary, an online application to vary the licence for a change of centre name and licence holder (LH), a full treatment and storage renewal application form, and previous Executive Licensing Panel minutes dated 21 July 2011.
2. The Panel noted that this centre has requested that its name is changed from "The Woking Nuffield Hospital" to "Nuffield Health Woking Hospital".
3. The Panel noted that the Person Responsible has also requested that the LH details are updated to accurately reflect the LH's marital status.
4. The Panel noted that the Inspectorate recommended the variation of the centre's licence, to reflect the change of centre name and the updating of the LH's details.

## Decision

5. The Panel agreed that it had sufficient information on which to make a decision.
6. The Panel agreed to vary the centre's licence to change the name to "Nuffield Health Woking Hospital" and change the LH's details from "Miss Caroline Lewis" to "Mrs Caroline Lewis" in accordance with section 18A of the HFE Act 1990 (as amended).

Signed:  Date: 18/10/11 .  
Peter Thompson (Chair)