

# HFEA Executive Licensing Panel Meeting

16 August 2013

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

## Minutes – Item 6

### Centre 0031 – (Hartlepool General Hospital) – Variation of Licence Application to Change the Centre Name

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Jasper Squire – Computer Programmer Matthew Watts – Regulatory Policy Manager	Committee Secretary: Rebecca Loveys  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 an executive summary and an application to change the centre name.
2. The Panel noted the application to vary the centre's current licence to change the centre name from 'Hartlepool General Hospital' to 'Assisted Reproduction Unit (ARU), University Hospital of Hartlepool'.
3. The Panel noted that in 2009 the Licence Committee approved a variation of licence application to change the centre's premises to include extended facilities. However, an accompanying request to change the centre name was not acknowledged. The Panel noted that the centre has requested that its change of address is acknowledged.
4. The Panel noted the Inspectorate's recommendation for the Panel to approve the variation of the licence application to change the centre name to 'Assisted Reproduction Unit (ARU), University Hospital of Hartlepool' and to acknowledge its change of address.

## Decision

5. The Panel agreed to the Inspectorate's recommendation to recognise the centre as 'Assisted Reproduction Unit (ARU), University Hospital of Hartlepool' and to recognise the centre's change of address.

Signed:

Juliet Tizzard (Chair)



Date: 21 August 2013