

# HFEA Executive Licensing Panel Meeting

28 November 2014

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

## Minutes – Item 4

### Centre 0208 – (South East Fertility Clinic) – Variation of Licence - Change of Centre Name

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Juliet Tizzard (Chair) Director of Strategy & Corporate Affairs	Dee Knoyle
Ian Peacock – Analyst Programmer	
Joanne Anton – Policy Manager	

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:

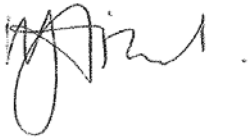
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 an executive summary, an application form and licensing minutes for the past three years.
2. The Panel noted the application to vary the centre's current licence to change the name from 'South East Fertility Clinic' to 'CARE Tunbridge Wells'.
3. The Panel noted that a change of name was being applied for as South East Fertility Clinic had been acquired by the CARE group.
4. The Panel noted the Inspectorate's recommendation to approve the variation of licence application to change the centre's name to CARE Tunbridge Wells.

## Decision

5. The Panel endorsed the Inspectorate's recommendation to vary the centre's licence to reflect a change of name to CARE Tunbridge Wells.



Signed:  
Juliet Tizzard (Chair)

Date: 3 December 2014