

# Executive Licensing Panel - minutes

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## Centre 0067 (St Mary's Hospital) – Variation Change of Address

Monday, 28 September 2015

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

Panel members	Juliet Tizzard (Chair) Paula Robinson David Moysen	Director of Strategy & Corporate Affairs Head of Business Planning Head of IT
Members of the Executive	Dee Knoyle	Secretary
External adviser	None	
Observers	None	

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## Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

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## The panel had before it:

- 8th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

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## 1. Background

- 1.1. The Person Responsible (PR) informed the inspectorate that due to building and layout changes at the hospital, the postal address for the centre has changed. The centre has not changed its physical location and the change of address is a solely administrative change.

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## 2. Consideration

- 2.1. The panel considered the papers, which included an executive summary, correspondence from the PR and licensing minutes for the last three years.
- 2.2. The panel noted that due to the changes to the building and layout at the hospital, the postal address for the centre has changed. The panel noted that the inspectorate confirmed that the centre has not changed its physical location and the change of address is solely administrative.
- 2.3. The panel noted that the inspectorate recommends the variation of the centre's licence to reflect the change of address.

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## 3. Decision

- 3.1. The panel were satisfied that the centre has complied with the requirements of General Directions 0008 (section H 13), with the following exceptions:
- there was no HFEA application form available for a change of this kind
  - no fee is required for this type of variation
- 3.2. The panel endorsed the inspectorate's recommendations and agreed to vary the centre's licence to reflect a change of address to:
- The Department of Reproductive Medicine  
Old Saint Mary's Hospital  
Oxford Road  
Manchester  
M13 9WL

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## 4. Chair's signature

- 4.1. I confirm this is a true and accurate record of the meeting.

### Signature



### Name

Juliet Tizzard

### Date

12 October 2015