

# Executive Licensing Panel - minutes

## Centre 0035 (Oxford Fertility) Variation Change of Licence Holder

Friday, 29 January 2016

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

Panel members	Juliet Tizzard (Chair) Joanne Anton Anjeli Kara	Director of Strategy & Corporate Affairs Policy Manager Regulatory Policy Manager
Members of the Executive	Dee Knogle	Secretary
External adviser		
Observers		

## 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:

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

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## 1. Consideration of application

- 1.1. The panel considered the papers, which included a completed application form, an executive summary, CV and confirmation of acceptance from the proposed Licence Holder (LH).
- 1.2. The panel noted that the proposed LH, Ms Judith Fleming, is willing to assume the responsibility of the role of LH.
- 1.3. The panel noted from Ms Fleming's CV that she has suitable qualifications for the role of LH.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed LH are such that she is able to carry out a LH's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5. The panel noted that all information required under General Directions 0008 had been provided.
- 1.6. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Ms Fleming as the Licence Holder.

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## 2. Decision

- 2.1. 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), which sets out the requirements with regard to the role of LH.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of Oxford Fertility (centre 0035) with immediate effect, in order to appoint Ms Judith Fleming as Licence Holder, in accordance with Section 18A of the HFE Act 1990 (as amended).

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## 3. Chair's signature

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

### Signature



### Name

Juliet Tizzard

### Date

9 February 2016