

Executive Licensing Panel - minutes

Centre 0208 (CARE Tunbridge Wells) Variation Change of Licence Holder

Wednesday, 19 October 2016

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Jessica Watkin Anna Rajakumar	Director of Strategy & Corporate Affairs Policy Manager Scientific Policy Manager
Members of the Executive	Dee Knogle Siobhain Kelly	Secretary Interim Head of Corporate Governance
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.

1. Consideration of application

- 1.1. The panel considered the papers, which included a completed application form, an executive summary and confirmation of acceptance from the proposed Licence Holder (LH).
- 1.2. The panel noted that CARE Fertility Group Limited is willing to assume the responsibility of the role of LH.
- 1.3. The panel noted that Dr Cath Finn is willing to be the emergency contact person for the proposed LH.
- 1.4. The panel noted that all information required under General Directions 0008 had been provided.
- 1.5. The panel noted the inspectorate's recommendation to vary the centre's licence to reflect the change of LH to CARE Fertility Group Limited.

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 CARE Tunbridge Wells (centre 0208) with immediate effect to reflect the change of Licence Holder to CARE Fertility Group Limited, in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

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

Signature



Name

Juliet Tizzard

Date

24 October 2016