

HFEA Executive Licensing Panel Meeting

28 July 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – item 2

Royal Surrey County Hospital (0159) Variation for Change of Premises

Members of the Panel:

Peter Thompson, Director of Strategy & Information (Chair)	Committee Administrator: Joanne McAlpine
Mark Bennett, Director of Finance & Facilities	
Ian Peacock, Analyst Programmer	

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item

The following papers were considered by the Panel:

- Papers for Executive Licensing Panel (25 pages)


The Panel also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings of the Authority's Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Direction 0008 (where relevant), and any other relevant Directions issued by the Authority;
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009
- Indicative applications guidance on the time period for which licences should be granted approved by the Authority on 21 October 2009
- Indicative sanctions guidance approved by the Authority on 18 March 2009
- Licence application and any relevant documentation

1. The Panel considered the papers for this item, which included a change of premises application form, a floor plan and room schedule of the proposed new premises and previous Licence Committee minutes.
2. The Panel noted that the inspection took place on 2 July 2010 and lasted two and a half hours.
3. The Panel noted the centre is part of the Royal Surrey County Hospital operating within the NHS Trust and has been licensed since 1994 to provide a sperm storage service for both Private and NHS patients.
4. The Panel noted that the new premises are located on the second floor of a purpose built facility in the hospital, within the same building as the currently licensed premises.
5. The Panel noted that the centre proposes to carry out licensed activity in the new laboratory and cryostore facilities within a pathology suite.
6. The Panel noted that the PR has submitted the required documentation in accordance with HFEA Directions 0008 paragraph 19:
 - A completed application form
 - The application fee
 - A floor plan and room schedule.
7. The Panel noted that the Inspectorate has stated that as a result of the planned move there have been no changes to the following:
 - The index of all documents in the quality manual
 - The suite of information documents to be provided to patients
 - The functional organisation chart.
8. The Panel noted that the Inspectorate conclude that the proposed premises and equipment are suitable.
9. The Panel noted the Inspectorate's recommendation to vary the centre's licence for the change of premises.
10. The Panel noted that the centre submitted the relevant documentation relating to the recommendations identified by the Inspectorate.
11. The Panel noted the email request on 19 July 2010 from the Person Responsible for the minutes of this meeting to be expedited.

The Panel's Decision

12. The Panel referred to the decision tree for granting and renewing licences, and noted that the application fee had been paid.
13. The Panel noted the proposed premises and equipment were suitable based on the evidence in the report.
14. The Panel agreed to the variation of licence for the change of premises in accordance with section 18a of the HFE Act 1990 (as amended).

Signed..........Date.....29/7/10.....
 Peter Thompson (Chair)