

**HFEA Executive Licence Panel Meeting
1 June 2012**

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

Minutes – Item 7

Centre 0109 (Assisted Conception Unit, King's College Hospital) – Variation of Licence to relocate to new licensed premises (Treatment and Storage)

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Mark Bennett, Director of Finance & Facilities Paula Robinson, Head of Business Planning	Committee Secretary: Joanne McAlpine
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The Panel also 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 Directions 0000 – 0012
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

Consideration of Application

1. The Panel noted that this centre had held a licence since 1993, and provides a range of fertility services to both NHS and privately funded patients.
2. The Panel noted that this is a small centre providing approximately 500 treatment cycles annually.
3. The Panel noted that a request for special directions to permit the storage of gametes at the new premises had been made and was granted by the Executive Licensing Panel of the HFEA on 1 May 2012.
4. The Panel noted that the Inspectorate had carried out a desk-based assessment which involved reviewing a number of key documents. The Inspectorate is satisfied that all requirements of the Act in relation to granting of a licence (1990 Act (as amended) s16 (2)(d) and (e)) have been met.
5. The Panel noted that completion of the Air Quality testing had been delayed and will be completed on 23 May 2012. The Panel also noted that the documentation received from the centre provides assurance that the company completing validation is confident that the design and build quality of the facility and clean air system are of the required standard.
6. The Panel noted that the centre's critical processes and procedures are unchanged and were considered appropriate at the time of the last inspection.
7. The Panel noted that the centre does not intend to change any activities for the type of licence.
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to reflect a change of premises, but that confirmation that the air quality is of the required standard should be provided to the Inspectorate prior to any licensed activity taking place at the centre.
9. The Panel noted that an interim inspection has been provisionally arranged for 24 July 2012 at which time the quality of service provided in the new premises will be evaluated.
10. The Panel noted that the Person Responsible (PR) has submitted an appropriate signed application form to vary the centre's current licence for the change of premises.
11. The Panel noted that the PR has complied with the requirements of paragraph 19 of General Directions 0008 (seeking to vary the licence to change premises authorised by a licence for the conduct of licensed activities).

Decision

12. The Panel agreed to vary the centre's licence to recognise the change in licensed premises in accordance with Section 18A of the HF&E Act 1990 (as amended). The Panel endorsed the Inspectorate's recommendation that confirmation of the centre's air quality will be provided to the Inspectorate prior to any HFEA licensed activity taking place at the centre.

Signed:

Juliet Tizzard (Chair)



Date:

14 June 2012

