

HFEA Executive Licensing Panel Meeting

14 December 2012

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

Minutes – Item 4

Centre 0011 – (London Sperm Bank) – Variation of Licence to reflect a change to the licensed premises and request for Special Directions

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Rachel Hopkins, Head of Human Resources David Moysen, Head of IT	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 Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

11. The Panel noted that the Person Responsible (PR) had declared that he would suspend activities at 99 Harley Street from 17 December 2012 and had arranged for the movement of the storage tanks to 112 Harley Street to take place on 22 December 2012, with a contingency date of 29 December 2012 to allow for any unforeseen circumstances.
12. The Panel noted that the Inspectorate recommended that the application to vary the centre's licence to reflect the change of premises be approved, but that confirmation that the air quality is of the required standard is provided to the Inspectorate prior to any processing of gametes at the centre being undertaken.
13. The Panel noted that the Inspectorate recommends that the PR informs the HFEA of the date that the storage tanks are moved to 112 Harley Street.

Decision

14. The Panel agreed it was in receipt of the appropriate application form to vary the centre's current licence for the change of premises, and that the PR had 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).
15. The Panel endorsed the Inspectorate's recommendation to vary the centre's licence to recognise the change in licenced premises in accordance with Section 18A of the HFE Act 1990 (as amended). The Panel endorsed the Inspectorate's recommendation that confirmation of the centre's air quality be provided to the Inspectorate prior to any HFEA licensed activity taking place at the centre.
16. The Panel agreed to issue Special Directions to allow for the storage of cryopreserved gametes to afford a safe and timely move to the new premises.

Signed: 
Juliet Tizzard (Chair)

Date: 20 December 2012