

# HFEA Executive Licensing Panel Meeting

1 March 2013

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

## Minutes – Item 4

### Centre 0139 – (Bath Fertility Centre) – Variation of Licence Application for Special Directions for the Storage of Gametes and Embryos

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Mark Bennett – Director of Finance and Facilities (Chair)	Rebecca Loveys
Jasper Squire – Computer Programmer	
David Moysen – Head of IT	

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

## Consideration of Application

1. The Panel noted that there is currently an application in progress from the centre to vary the licence to reflect a change of premises. This application is due for consideration by the Executive Licensing Panel (ELP) on 15 March 2013.
2. The Panel noted that the centre wished to move its storage dewars to the centre's new premises at a time close to when the existing laboratory and clinical equipment was moved, as part of the centre's relocation.
3. The Panel noted that there was no mention of a risk assessment in the papers it received, and suggested that one be prepared in advance to the satisfaction of the Person Responsible if one did not already exist.

## Decision

4. The Panel endorsed the Inspectorate's recommendation to approve Special Directions for a period of three months to facilitate a controlled move of the storage dewars, ahead of ELP consideration of the application to vary the licence (change of premises) on March 15 2013 to the new location.

Signed:



Date:

16 Mar 2013

Mark Bennett (Chair)