

HFEA Executive Licensing Panel Meeting

12 April 2013

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

Minutes – Item 5

Centre 0139 – (Bath Fertility Centre) – Variation of Licence application for change of premises

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Rachel Hopkins – HR Manager Ian Peacock – Analyst Programmer	Committee Secretary: Rebecca Loveys
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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

Consideration of Application

1. The Panel considered the papers, which included a completed application form for change of premises.
2. The Panel noted that this is a well established centre which has held an HFEA licence since 1994.
3. The Panel noted that the Person Responsible (PR) has submitted an appropriate application to vary the centre's licence to reflect a change of premises to a purpose built centre, which are designed to provide a maximum of 1000 IVF/ICSI treatment cycles per annum.
4. The Panel noted that the centre has been granted special directions for the storage of cryopreserved gametes and embryos, to afford a safe and timely move to the new premises, since 11 March 2013 for three months.
5. The Panel noted that the inspectorate recommends the application be granted subject to satisfactory completion of the following:
 - i. Final Health and Safety and Fire assessment of the building prior to the cryo-storage dewars being moved.
 - ii. Validation of new and re-commissioned equipment following the last stage move to the new location.
 - iii. The air quality of the laboratory environment should be re-tested once all laboratory equipment is in situ and the quality of air in critical work areas measured to demonstrate that an appropriate air quality is achieved in both areas.
6. The Panel noted that the PR, who has discharged his duty under Section 17 of the HF&E Act 1990 (as amended), and premises are suitable.

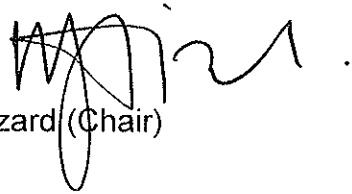
Decision

7. The Panel agreed to endorse the inspectorate's recommendation to approve the application to vary the licence to reflect a change of premises, subject to satisfactory completion of the three points as highlighted in paragraph 5.

8. The Panel noted that confirmation and evidence of the completion of these three points should be submitted to the centre's inspector as available but prior to treatment commencing.

Signed:

Juliet Tizzard (Chair)

A handwritten signature in black ink, appearing to be 'JT', written over the printed name 'Juliet Tizzard (Chair)'. The signature is stylized and somewhat illegible.

Date:

18 April 2013