

HFEA Executive Licence Panel Meeting

20 April 2011

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

Minutes – Item 7

Centre 0109 (The Assisted Conception Unit, Kings College Hospital) –Special Directions

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| Members of the Panel: Mark Bennett, Director of Finance & Facilities (Chair) Hannah Darby, Senior Policy Manager David Moysen, Head of IT | Committee Secretary: Lauren Crawford Observing: Paula Robinson, Head of Business Planning Rachel Fowler, Policy & Information Manager |
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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 noted that the Assisted Conception Unit at Kings College Hospital is relocating from its present premises to a facility on the main hospital site.
2. The Panel noted that the Special Directions are to enable the centre to store gametes and embryos in its new premises prior to a variation to the licence coming into force for new premises.
3. The Panel noted that the centre has submitted an application for the variation for change of premises. This is due to come to the Executive Licensing Panel (ELP) on 1 June 2012.
4. The Panel noted that the centre is required to vacate its current premises by 15 May 2012 and is planning to move all clinical and laboratory equipment between 1 and 15 May 2012.
5. The Panel noted that the 22 dewars containing cryopreserved gametes and embryos will need to be moved to the new premises by 15 May.
6. The Panel noted that the Person Responsible (PR) wishes to move the storage dewars to the new facility because the existing premises will be largely unsupervised during this time.
7. The Panel noted an HFEA inspection of the new premises is due 16 May.
8. The Panel noted that the centre has described its plan for the move and also the measures put in place to ensure that the dewars are transported safely to the new premises and to validate that the premises are suitable.
9. The Panel noted the information provided on validation of the new premises and co-ordination of the dewar transportation and, given the scale of the move, urged the PR to ensure the plan is followed and the validation rigorously fulfilled.
10. The Panel noted the Inspectorate's recommendation to grant the Special Directions for a period of at least three months.

The Panel's Decision

11. The Panel agreed to grant Special Directions to enable the centre to move and store gametes and embryos as requested, until its new premises are licensed or for a maximum three months, i.e. from 1 May 2012 until no later than 1 August 2012.

Signed



Date 01/05/2012

Mark Bennett (Chair)