

# HFEA Executive Licensing Panel Meeting

10 May 2013

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

## Minutes – Item 4

### Centre 0033 – (Manchester Fertility Services LTD) – Application for a Licence Variation to reflect a Change of Licensed Premises

Members of the Panel: Juliet Tizzard – Head of Policy and Communications (Chair) Nick Jones – Director of Compliance 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 noted that the centre is planning to move to updated premises in the Cheadle Royal Business Park, Cheadle from its current premises at Bridgewater Hospital, Manchester.
2. The Panel noted that the papers included a list of what the new premises will comprise, which was a comprehensive selection of facilities for performing fertility treatment.
3. The Panel noted that the centre is applying for Special Directions for the continued storage of gametes at the Bridgewater Hospital premises, to ensure a safe and timely move of the gametes to the new premises. The Special Directions should be in place from 1 to 15 June 2013.
4. The Panel noted that the centre's critical processes and procedures are unchanged and were considered appropriate at the time of the last interim inspection in July 2012, and that the centre does not intend to change any activities or the type of licence.
5. The Panel noted that the Executive recommends that the application to vary the licence to reflect a change of premises is approved, and the licence for the new premises should begin on 1 June 2013. Confirmation that:
  - i. re-commissioned equipment has been tested and validated
  - ii. the air quality of the laboratory environment has been 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

should be provided to the Inspectorate before any processing of gametes is undertaken.

## Decision

6. The Panel endorsed the Inspectorate's recommendations and agreed to grant the centre's application for a licence variation to reflect a change of licensed premises and to grant Special Directions.

Signed:

Juliet Tizzard (Chair)

Date:

15/5/13