

# HFEA Executive Licensing Panel Meeting

29 November 2013

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

## Minutes – Item 5

### Centre 0033 – (Manchester Fertility Services Limited) – Application for a Licence Variation to reflect a Change of Premises (R0026 and R0171)

<b>Members of the Panel:</b> Juliet Tizzard – Interim Director of Strategy (Chair) Rachel Hopkins – Head of Human Resources Paula Robinson – Head of Business Planning	<b>Committee Secretary:</b> Dee Knoyle <b>Observing:</b> Sam Hartley – Head of Governance and Licensing
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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 an executive summary, a completed application form and licensing minutes for the past three years.
2. The Panel noted that two research licences are held by the centre: R0026 and R0171.
3. The Panel noted that the centre is planning to move to new premises at:  
  
3 Oakwood Square  
Cheadle Royal Business Park  
Cheadle  
Cheshire  
SK8 3SB
4. The Panel noted that the Executive recommends that the application to vary the two research licences to reflect a change of premises is approved.
5. The Panel noted that the centre is currently licensed to carry out research project R0026, 'In vitro development and implantation of normal human pre-implantation embryos and comparison with uni- or poly-pronucleate pre-embryos', and R0171, 'Derivation of human embryonic stem cell lines from embryos created from clinically unused oocytes or abnormally fertilised embryos'.

## Decision

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



Signed:  
Juliet Tizzard (Chair)

Date: 13 December 2013