

# HFEA Executive Licensing Panel Meeting

10 January 2014

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

## Minutes – Item 7

### Centre 0153 – (Homerton Fertility Centre) – Application for a Licence Variation to reflect a Change of Premises

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Juliet Tizzard – Interim Director of Strategy (Chair)	Dee Knoyle
Ian Peacock – Analyst Programmer	<b>Observing:</b>
Matthew Watts – Regulatory Policy Manager	Sam Hartley – Head of Governance and Licensing

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 this is a large treatment and storage centre which provides a full range of licensed treatments.
3. The Panel noted that the centre has been licensed by the HFEA since 1995 and the current licence is due to expire on 31 August 2014.
4. The Panel noted that centre submitted an application to vary its licensed premises.
5. The Panel noted that the centre's current licensed premises comprise the main fertility centre and a separate cryostore in the grounds of Homerton University Hospital NHS Trust, Homerton Row, London E9 6SR. The centre is planning to relocate its cryostore to a new site within the same building and adjacent to the main fertility centre. The centre's address will not change.
6. The Panel noted that the Executive recommends that the application to vary the centre's licence to reflect a change of premises is approved.

## Decision

7. The Panel noted that once the relocation has been completed, the centre will inform the Inspectorate and submit the new floor plan to the HFEA, without the old cryostore, and this will become the footprint for the centre's new licensed premises.
8. The Panel endorsed the Executive's recommendation and agreed to grant the centre's application for a licence variation to reflect a change of licensed premises.



Signed:  
Juliet Tizzard (Chair)

Date: 20 January 2014