

# HFEA Executive Licensing Panel Meeting

20 February 2014

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

## Minutes – Item 2

### Centre 0322 – (Brighton Fertility Associates) – Variation of Licensed Activities

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Mark Bennett – Director of Finance & Facilities (Chair)	Dee Knoyle
David Moysen – Head of IT	
Ian Peacock – Analysis Programmer	

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

#### The Panel 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, Licence Variation Application Report and licensing minutes for the past three years.
2. The Panel noted that this centre has been licensed by the HFEA since February 2012. The Panel noted that the centre previously successfully renewed its storage licence, which became effective on the same day this Executive Licensing Panel sat.
3. The Panel noted that, at the time the original treatment and storage licence was granted, the Person Responsible (PR) intended to offer treatments. However, since that licence was granted, the centre had only recruited sperm donors and stored sperm and therefore applied for and was granted a variation for a storage only licence in October 2013.
4. The Panel noted that the PR is now in a position to offer insemination treatments and wished to vary the centre's licence to treatment (insemination using partner / donor sperm) and storage.
5. The Panel noted that the Inspectorate had completed a desk-based assessment of the centre's application to vary its licensed activities on 28 January 2014. The Panel noted that an additional on-site inspection was considered unnecessary. This is because the centre was last inspected in August 2013 and had previously been inspected in December 2011, at which time, the premises and practices, including those for insemination, were considered suitable.
6. The Panel noted that the PR had provided all information required under General Direction 0008.
7. The Panel noted that the Inspectorate recommended that this application be granted.

## Decision

8. The Panel agreed to the Inspectorate's recommendation to vary the centre's storage only licence to a treatment (insemination using partner / donor sperm) and storage licence in accordance with Section 18A of the HFE Act 1990 (as amended). The Panel also agreed that the Inspectorate should monitor the centre and check its returns submitted to the HFEA.

A handwritten signature in black ink, appearing to read 'Mark Bennett', with a large, stylized flourish above the name.

Signed:  
Mark Bennett (Chair)

Date: 6 March 2014