

# HFEA Executive Licensing Panel Meeting

24 April 2014

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

## Minutes – Item 5

### Centre 0105 – (London Women’s Clinic) – Variation of Licensed Premises

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Juliet Tizzard – Interim Director of Strategy (Chair)	Dee Knoyle
David Moysen – Head of IT	
Joanne Anton – Policy Manager	

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:

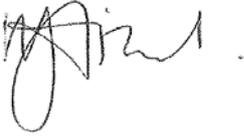
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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 an executive summary, a completed application form and licensing minutes for the past three years.
2. The Panel noted that London Women's Clinic (LWC) provides a full range of treatments including embryo testing and also has an egg share programme. The centre provided approximately 700 treatment cycles (excluding partner IUI) per year.
3. The Panel noted that the Person Responsible (PR) applied to vary the licence to reflect a planned refurbishment of the licensed premises. The refurbishment programme commenced in December 2013 and for six weeks, during which time the centre did not provide any licensed activities. The centre's application outlined a modest refurbishment of existing rooms. However, during a visit by the Inspectorate, it was clear that the refurbishment was of a larger scale than indicated in the licence variation application.
4. The Panel noted that the Inspectorate also discovered that the new cryostore was being used for the storage of licensed material when the cryostore was in a potentially unsuitable state given the absence of air extraction equipment (SLCs T1 and T17). This was prior to consideration and approval of the licence variation application by the Executive Licensing Panel (ELP).
5. The Panel considered the PR's performance of her duties and were deeply concerned about this sequence of events and urged the PR to consult the Inspectorate before making any changes to premises in future. The Panel noted that the Inspectorate reminded the PR that the Authority may revoke a licence if it is satisfied that any information given for the purposes of application for the grant of licence was in any material respect false or misleading. The PR was also reminded that under Section 41 (3) provision of false or misleading information, knowingly or in a reckless manner is a criminal offence.
6. The Panel noted that the Inspectorate recommended that the application to vary the licence to reflect a change of premises is approved in the following areas:
  - Embryology laboratory
  - Cryostore
  - Embryo transfer room
7. The Panel noted that the andrology laboratory will be reviewed under a separate variation of premises application.

## Decision

8. 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 for the areas specified.

A handwritten signature in black ink, appearing to read 'Juliet Tizzard', with a large loop at the end.

Signed:  
Juliet Tizzard (Chair)

Date: 8 May 2014