

HFEA Executive Licensing Panel Meeting

8 August 2014

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

Minutes – Item 6

Centre 0008 – (Midland Fertility Services) – Change of Premises & Special Directions for the Storage of Gametes & Embryos

Members of the Panel: Rachel Hopkins – Head of Human Resources (Chair) Joanne Anton – Policy Manager Matthew Watts – Regulatory Policy Manager	Committee Secretary: Dee Knoyle
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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 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 Midland Fertility Services is a large centre located in Aldridge, West Midlands and has been licensed by the HFEA since 1992. The centre provides a full range of fertility services to patients.
3. The Panel noted that the centre is planning to relocate to new premises in Tamworth, in a stand-alone building on the outskirts of the town. The Panel noted the address of the proposed new premises:

Tamworth House
Ventura Park Road
Tamworth
B78 3LY

4. The Panel noted that the centre had submitted key documentation to support the initial desk based assessment and a site visit was also carried out on 23 July 2014. The Inspectorate were assured that the premises and equipment in the proposed new facilities were suitable and satisfy the requirements of the Act in relation to the granting of a licence (HF&E Act 1990 (as amended) S. 16 (2) (d) and (e)).
5. The Panel noted that confirmation of the building completion certification and fire safety certification had been provided.
6. The Panel noted that relevant standard operating procedures had been updated to reflect physical differences in premises.
7. The Panel noted that following the move, and prior to licensed activity commencing at the new premises, the Person Responsible had agreed to confirm that:
 - a final deep clean has been undertaken
 - air quality testing has been repeated and meets the required standard
 - testing and re-validation of the dewars and the associated alarms has been undertaken.
8. The Panel noted the Inspectorate's recommendation to vary the centre's licence to reflect a change of premises from 15 September 2014.

9. The Panel noted that there will be a period of time when the centre plan to relocate dewars and store gametes and embryos on the new premises prior to the variation of the centre's licence on 15 September 2014. The panel noted that the premises are suitable for this activity. The Panel noted that Special Directions have been requested to be in force from 5 September to 15 September 2014 to facilitate the relocation of the dewars. The Panel noted that the Inspectorate recommended the issue of Special Directions under delegated power of Section 24 5A of the Act to permit storage of gametes and embryos ahead of the licence variation.

Decision

10. The Panel noted that the centre has complied with the requirements of Directions 0008 (section H 13) in submitting a relevant application form and a floor plan of the premises to be referenced on the licence.
11. The Panel endorsed the Inspectorate's recommendation to vary the centre's licence to reflect a change of premises from 15 September 2014 and to issue Special Directions for a period of 11 days from 5 September 2014 to 15 September 2014 to facilitate the relocation of the dewars and the storage of gametes and embryos at the new premises.



Signed:
Rachel Hopkins (Chair)

Date: 18 August 2014