

Human Fertilisation and Embryology Authority

Minutes of the Executive Licensing Panel

Meeting held at HFEA, Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on
27 February 2015

Minutes – item no. 3

Centre 0086 (BMI Chelsfield Park Hospital) – Special Directions

Members of the Panel:

Juliet Tizzard
Director of Strategy & Corporate Affairs (Chair)
Paula Robinson
Head of Business Planning
Ian Peacock
Analyst Programmer

Members of the Executive in attendance:

Sam Hartley
Head of Governance & Licensing
Dee Knogle
Committee Secretary

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 the 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 the 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 the publication of Authority and committee papers

Background

1. The BMI Chelsfield Park ACU is a small centre located in Orpington, Kent. The centre has been licensed by the HFEA since 1993 and provides a full range of fertility services.
2. A major building project had been completed for Chelsfield Park Hospital, the primary purpose of which was to remove asbestos known to be present in the wall and ceiling space in the original part of the building. While this work was undertaken, all services housed in the affected part of the hospital were moved into temporary accommodation within the newer part of the hospital. This work had been completed and the fertility clinic staff were making preparations to move back to the original premises.

Discussion

3. The panel noted that on 19 December 2014 the centre submitted an application to vary its licensed premises. The centre planned to return all licensed activity to the original premises. However the premises were not yet suitable for the provision of all licensed activity.
4. The centre expected to cease all licensed activities in the current temporary premises on 21 March 2015 and for the variation to be considered by a licensing committee on 10 April 2015. However the original premises were not expected to be ready for licensed activity. Therefore the centre proposed to arrange for the movement of dewars containing cryopreserved gametes and embryos to the new premises where they proposed to store them under the auspices of Special Directions pending a future variation of the licence.
5. The centre had provided the following:
 - confirmation that the cryostore is secure and accessible only to authorised members of staff;
 - confirmation that a low oxygen alarm and ventilation/extraction system have been fitted and validated;
 - evidence of inspection and testing of the electrical installation in the new cryostore;
 - evidence that the flooring is suitable for use with liquid nitrogen;
 - a risk assessment for the relocation of the dewars to the new cryostore.
6. The centre had provided assurance that dewar alarms will be tested and re-validated when the relocation is complete.
7. On the basis of these submissions, the Inspectorate concluded that the cryostore facilities were suitable for the storage of gametes and embryos.
8. The panel noted that the Inspectorate recommended the approval of the application for Special Directions in order to store gametes at a location outside the floor plan of the current licence.

Decision

9. The panel endorsed the Inspectorate's recommendation to issue Special Directions in order to store gametes and embryos at a location outside the floor plan of the current licence. These Directions would be in force from 13 March 2015 to 30 April 2015 to allow storage of cryopreserved material (gametes and embryos) at the location indicated on the appended floor plan.

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

Signed
Juliet Tizzard (Chair)

Date 9 March 2015