Executive Licensing Panel - minutes

Centre 0185 (CARE Manchester) Variation Change of Licensed Premises

Friday, 6 May 2016

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Joanne Anton Howard Ryan	Director of Strategy & Corporate Affairs Head of Regulatory Policy Technical Report Developer
Members of the Executive	Dee Knoyle Ian Brown	Secretary Head of Corporate Governance
External adviser		
Observers		

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:

- 8th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Background

1.1. CARE Manchester is a treatment (including embryo testing) and storage centre which provides a full range of licensed treatments. In relation to activity levels this is a large centre.

1.2. The Person Responsible (PR) submitted an application to vary the licensed premises on 22 March 2016, to modify the use of one room for the purpose of training persons in embryo biopsy, embryo storage or other embryological techniques. In response to the application, a desk-based assessment was completed which constitutes the content of this report.

1.3. On 1 March 2016, the inspectorate carried out an interim inspection which was unannounced and a planned inspection was later carried out on 16 March 2016. The findings of these inspections will be submitted to a licensing committee in due course.

2. Consideration of application

2.1. The panel considered the papers, which included a completed application form, report and licensing minutes for the past three years.

2.2. The panel noted that the PR has applied to use a room, which is not currently used for licensed activity, for the purpose of training persons in embryo biopsy, embryo storage or other embryological techniques. The PR has confirmed that the room will not be used for processing embryos for the use in treatment.

2.3. The panel noted that the PR has provided evidence that the room and equipment within are suitable to undertake the proposed licensed activity and satisfy the requirements of the Act in relation to the granting of a licence (HF&E Act 1990 (as amended) S16 (2)(d) and (e)).

2.4. The panel noted that the PR has provided evidence that the room is fitted with a keypad lock and access is restricted to relevant staff.

2.5. The panel noted that the PR has confirmed that the centre's critical processes and procedures related to the use of embryos in training are unchanged. These procedures were considered appropriate at the time of the renewal inspection held on 19 March 2014. The centre does not intend to change any activities or the type of licence.

2.6. The panel noted that the centre has complied with the requirements of General Directions 0008 (section H) in submitting:

- a relevant on-line application form;
- a floor plan of the premises to be referenced on the licence;
- confirmation that equipment within the room is appropriately validated.

2.7. The panel noted that at the time of the desk based assessment on 5 April 2016 there were no areas of non-compliance associated with this application to vary the licensed premises.

2.8. The panel noted that the inspectorate recommends the variation of the centre's licence to reflect a change of premises.

3. Decision

3.1. The panel noted that the centre has complied with the requirements of General Directions 0008 (section H 13).

3.2. The panel endorsed the inspectorate's recommendation to vary the centre's licence to reflect a change of premises with immediate effect.

4. Chair's signature

4.1. I confirm this is a true and accurate record of the meeting.

Signature

Name

Juliet Tizzard

Date

19 May 2016