

# Licence Committee Meeting

17 December 2007  
21 Bloomsbury Street London WC1B 3HF

## MINUTES Item 1

### Bristol Centre for Reproductive Medicine Initial Licence

#### Members of the Committee:

Jennifer Hunt, Lay Member – Chair  
David Archard, Lay Member  
Hossam Abdalla, Director of Lister  
Fertility Centre

#### Observing:

Sally Cheshire, Lay Member

#### In Attendance:

Trish Davies, Director of Regulation /  
Deputy Chief Executive  
Claudia Lally, Committee Secretary

#### Providing Legal Advice to the Committee:

Sarah Ellson, Field Fisher Waterhouse  
Solicitors

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

The following papers were considered by the Committee:

- papers for Licence Committee (37 pages)
- no papers were tabled.

1. The papers for this item were presented by Tony Knox, HFEA Inspector. Mr Knox informed the Committee this item was an application for an initial licence by a centre to be created from the combination of two current centres: CRM Bristol (0024) and Southmead Fertility Unit (0032). Mr Knox explained that a site visit had taken place to the proposed new premises of this new centre on 3 December 2007. This inspection had been broadly satisfactory. In particular, Mr Knox confirmed that the security system which has been put in place is appropriate. A number of recommendations had been made by the inspection team and these were listed at page 6 of the inspection report. Mr Knox confirmed that he was satisfied with the arrangements which had been put in place for the transfer of records and samples.

2. Mr Knox further informed the Committee that staff, equipment, processes and systems will be those previously at use in centres 0024 and 0032.

3. Mr Knox confirmed that the centre would like to move samples on 19 December 2007 and would not commence treatment until the 21 January; before this date a further site visit will be conducted at which the Executive will expect to see that all the recommendations have been implemented.

4. The Committee noted the contents of the report and agreed actions and took into account the fact that treatment at the new centre would not commence prior to a further site inspection by the Executive.

5. The Committee agreed that they were satisfied as to the suitability of the Person Responsible, and of the centre premises and as to the use of suitable practices at the centre. The Committee further agreed that it was satisfied that it had sufficient and satisfactory information on which to make a decision. The Committee noted that the centre had paid its licence fee.

6. The Committee unanimously decided to grant a three year licence: the Committee noted that although this was a new licence it was the result of two existing licensed clinics amalgamating and therefore felt it appropriate to grant a three year licence. This new licence was granted with the proviso that no treatment will take place prior to a further visit by the Executive.

Signed..... Date.....

Claudia Lally  
with authority and on behalf of  
Jennifer Hunt (Chair)