

HFEA Licence Committee Meeting

28 May 2009

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 13

Centre for Reproductive Medicine and Fertility, Sheffield (0196) – Variation to add oocyte freezing and storage to the licence

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| Members of the Committee: | Committee Secretary: |
| Clare Lewis-Jones (Lay) – Chair | Kristen Veblen |
| Ruth Fasht (lay) | Legal Adviser: |
| Sue Price (clinical geneticist) | Graham Miles, Morgan Cole |

Declarations of Interest: members of the Committee declared that they had no conflicts of interest in relation to this item. However, it was noted that Professor William Ledger, the Person Responsible for Centre 0196, was a member of the Authority.

The following papers were considered by the Committee:

- papers for licence committee (21 pages)
- no tabled papers.

The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings and Hearings
- 7th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- HFEA (Licence Committees and Appeals) Regulations 1991 (SI 1991/1889)
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence; and
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21st January 2009.

1. The Committee noted that this Centre had applied to vary its licence to include freezing and storage of patient oocytes. It intended to offer this service to oncology patients.
2. The Committee noted that a signed application for the procedure had been received from the Centre. It also took into account the recommendation by the Executive that the application be granted.
3. The Committee noted that the Executive Summary stated that the Centre had appropriate premises and equipment for this procedure and suitably qualified and experienced staff. In addition, it noted that the Centre had submitted proposed patient information and consent forms and a laboratory protocol for the procedure.
4. The Committee observed that there were several typographical errors in the laboratory protocol and the patient information sheet. The Committee also observed that the HFEA was mentioned for the first time on page 4 of the patient information sheet and agreed that it would be appropriate for the Centre to explain the role of the HFEA earlier in the information. It was also of the opinion that the information sheet ended in an abrupt fashion, which made the information provided feel incomplete. Additionally, it noted that there was no date on the information sheet and observed that the inclusion of version control would be helpful in order to ensure information provided to patients was up to date.
5. The Committee judged that, subject to the correction of typographical errors, earlier mention and explanation of the HFEA and reconsideration of the ending, the proposed information sheet was suitable for adult patients. However, the Committee was of the opinion that not all of the information provided was appropriate for teenage patients, for example reference to a partner in information for teenage patients may not be appropriate; and that the Centre should consider developing a more appropriate information sheet and accompanying consent form.
6. The Committee agreed that it was satisfied the addition of oocyte freezing and storage was necessary and desirable for the purpose of providing future treatment for these patients and agreed that it had sufficient and satisfactory information on which to make a decision.
7. The Committee decided to vary the Centre's licence to allow for freezing and storage of oocytes.

Signed.....*Clare Lewis Jones*..... Date.....*9/6/09*.....
Clare Lewis Jones (Chair)