

# HFEA Licence Committee Meeting

30 July 2009

21 Bloomsbury Street London WC1B 3HF

## Minutes – item 5

### Glasgow Centre for Reproductive Medicine (0250) – Interim inspection report

Members of the Committee:

Clare Lewis-Jones (lay) - Chair  
Ruth Fasht (lay)  
Sue Price (clinician)

Committee Secretary:

Alexandra Tydeman

Legal Adviser:

Graham Miles, Morgan Cole

Apologies:

Chris Barratt (andrologist)  
Roger Neuberg (clinician)

Declarations 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 (28 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.

29. The Committee noted that the Centre has been licensed by the HFEA since 2006 and provides treatment to NHS and self-funded patients.
30. The Committee considered the papers, which included the report of the interim inspection including the response of the Person Responsible (PR) and previous Committee minutes.
31. The Committee noted that the inspection took place on 20 May 2009. No areas of improvement were identified in relation to quality of service, premises and equipment and information. Some improvements were identified in the course of the inspection relating to the centres organisation and laboratory and clinical processes.
32. The Committee noted that the centre must provide evidence that they are compliant with CoP S.6.2.9. It was recommended that the competence of all staff be reviewed and assessed by 20 August 2009. The Committee also noted that this had been a recommendation in the report of the previous inspection of 10 May 2007.
33. In light of this, the Committee accepted the executive's recommendations but requested the executive to follow up with the Centre after 20 August to determine that the following actions had been completed:
- The Centre's procedures be revised to include a clear process for resolution of outstanding complaints
  - The dewar be alarmed so that it is covered by the same level of security as other stored samples in compliance with A.10.13
  - Evidence provided to show that the Centre is compliant with CoP S.6.2.9. The competence of all staff to be reviewed and assessed
  - The Centre's documented witnessing policy be reviewed in consideration of G.13.1
  - The Centre's documented 'shipping of gametes/embryos between centres' policy be reviewed to ensure compliance with requirements of Alert 21

#### The Committee's Decision

34. Subject to the recommendations set out above the Committee decided to continue the licence at this time without any additional conditions.

Signed.....*Clare Lewis-Jones*..... Date.....*19/8/09*.....  
Clare Lewis-Jones (Chair)