



## **Licence Committee Meeting**

**20<sup>th</sup> January 2005**  
**21 Bloomsbury Street London WC1B 3HF**

### **MINUTES item 1**

#### **Centre: Cromwell IVF and Fertility Centre, Darlington (0075)** **Licence Renewal**

##### Members:

Tom Baldwin, Lay Member – Chair  
Clare Brown, Lay Member  
Ivor Brecker, Lay Member  
Chris Barratt, Scientific Director,  
Birmingham Women's Health Care  
Assisted Conception Unit

##### In attendance:

Chris O'Toole, Head of Research  
Regulation  
Frances Clift, Legal Adviser  
Claudia Lally, Secretary to the  
Committee

##### Apologies from:

Suzi Leather  
David Barlow

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

The following papers were considered by the Committee:

- papers for Licence Committee (56 pages)
- no tabled items

1. The papers were presented to the committee by Avril MacLennan, Senior Regulatory Manager.

2. Dr MacLennan updated the Committee about action by the centre since the time of the inspection. She explained that the inspection team had identified a number of areas of concern, but these have been addressed with two exceptions: protocols are not yet version controlled, and the centre has not yet indicated their intention to acquire a spare dewar. Also, although the centre has indicated that they intend to get a new Person Responsible, no details have yet been passed to the Executive.

3. The Committee noted that the centre's clinical pregnancy rate has been low for IVF, and hoped that with a new senior embryologist in place this rate is improving. In order to confirm this improvement, the Committee asked that the

centre submits its data for just fresh IVF (excluding egg sharing) for August to December 2004 to the Executive within two weeks of receiving this notification. If these data do not illustrate improvement in the rate, then the Executive is asked to pass the data to a Licence Committee for consideration.

4. In reference to paragraph 20 of the inspection report the Committee noted the importance of the embryologists being registered with the Health Professions Council. Members request that the centre confirms that the relevant applications have now been sent off.

5. In reference to paragraph 22 of the inspection report the Committee recommended that minutes are taken at team meetings.

6. In reference to paragraphs 37 – 39, the Committee supported the recommendations of the inspection team that all clinical, nursing and laboratory protocols should be version controlled.

7. In reference to paragraph 45 of the inspection report, the Committee agreed that the following recommendation be made to the centre:

- The centre should develop a protocol to distinguish between assessment of patients and counselling. The protocol should explicitly document the distinction between the responsibilities of the staff involved.

8. In reference to paragraph 51 of the inspection report, the Committee agreed that given the importance of counselling for patients participating in egg sharing it is disappointing that there is a low take up of counselling by egg donors and recipients. The Committee noted that counselling for these groups of people is strongly recommended in the Code of Practice (7.29 – 7.31).

9. In reference to paragraph 31 of the inspection report, the Committee noted that the centre should acquire a spare dewar as soon as possible. If this does not take place by the end of June this year then the centre will have failed to comply with the guidelines set out in Chair's Letter (04)03.

10. In reference to paragraph 77 of the inspection report, the Committee agreed that the following recommendation be made to the centre:

- The centre should ensure that all relevant patients are written to regarding the Deceased Fathers Act in line with the Chair's letter (03)06. An update should be submitted to the Executive within one month of this notification.

11. The Committee agreed to renew the centre's licence for a period of three years with no additional conditions.

Signed..... Date.....  
Tom Baldwin (Chair)