

# Licence Committee Meeting

13 September 2007  
21 Bloomsbury Street London WC1B 3HF

## MINUTES Item 1

### Oxford Fertility Centre (0035) Interim Inspection

#### Members of the Committee:

Clare Brown, Lay Member – Chair  
Sue Price, Consultant in Clinical  
Genetics, Oxford Regional Genetics  
Service  
Rebekah Dundas, Lay Member  
(present via conference telephone)

#### In Attendance:

Trish Davies, Director of Regulation /  
Deputy Chief Executive  
Marion Witton, Head of Inspection  
Claudia Lally, Committee Secretary

#### Observing:

Barbara Lewis, Regulation Team Leader  
Shirley Pompey, temporary administrator  
Sophie Nott, Morgan Cole Solicitors

#### Providing Legal Advice:

Graham Miles, Morgan Cole 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 (29 pages)
- no papers were tabled.

1. The papers for this item were presented by Wil Lenton, HFEA Inspector. Mr Lenton informed the Committee that this centre treats a mixture of NHS and self-funded patients and carries out about 1,200 cycles per year. It has been ISO accredited since 2004 and has an experienced Person Responsible. The centre's risk assessment score stands at 11%, in the low range.

2. Mr Lenton drew the Committee's attention to the finding on page 8 of the inspection report, that centre staff had not been conducting contemporaneous double witnessing when transferring fertilised eggs during fertilisation checks. The inspection team had reminded the Person Responsible that this constituted a breach of Directions D2004/4 and this had been acknowledged.

3. The Committee noted the breach and reminded the centre to comply with HFEA witnessing requirements, which are now stated at G.13 of the 7<sup>th</sup> edition of the Code of Practice.

4. Mr Lenton informed the Committee that one of the findings from a survey of patient questionnaires was that patients did not feel that the counselling service was well publicised to patients undergoing second or subsequent cycles. The Committee agreed that it would be useful for the centre to consider ways of addressing this point, particularly as patients at later stages of treatment could be faced with different problems to patients beginning treatment.

5. Mr Lenton reviewed the recommendations made to the centre, listed on page 8 of the report, these were: that a risk assessment is carried out in relation to lack of alarms in semen production rooms, that the centre's oestradiol assay process be accredited before the next inspection and that the centre assesses the continued use of one of its laminar-flow work stations.

6. The Committee endorsed the recommendations made by the inspection team and agreed that they would expect to see them all actioned in the time suggested in the report. They agreed that the centre's licence should continue with no additional conditions.

Signed..... Date.....  
Clare Brown (Chair)