

Licence Committee Meeting

15 October 2008
21 Bloomsbury Street London WC1B 3HF

MINUTES Item 2

Shropshire and Mid-Wales Fertility Centre (0148) Licence Renewal

Members of the Committee:

Anna Carragher, Lay Member – Chair
Richard Harries, Lay Member
Maybeth Jamieson, Consultant
Embryologist, Glasgow Royal
Infirmary

In Attendance:

Chris O'Toole, Head of Research
Regulation
Claudia Lally, Committee Secretary

Providing Legal Advice to the
Committee:
Mary Timms, 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 (34 pages)
- no tabled papers.

1. The papers for this item were presented by Chris O'Toole, Head of Research Regulation. Dr O'Toole informed the Committee that this centre is a moderately small unit that provided 350 licensed treatment cycles in 2007. The unit has appropriate premises, and suitably qualified and experienced staff. Dr O'Toole reported that the renewal inspection found that improvements should be considered in relation to the provision of information to patients, the establishment of an agreement with a third party and the payment of invoices. In addition, the report pointed out that the Director of Embryology is the only Health Professions Council (HPC) registered embryologist in the team and that information submitted by the centre prior to the inspection indicates that staffing levels have not risen in conjunction with the recent increase in activity levels.

2. The Committee considered the Person Responsible's response to the inspection report, appended at pages 21 to 23. The Committee noted that in response to the query which had been raised about whether staffing levels were

appropriate for the current level of work, the Person Responsible had stated his intention to complete an assessment of this issue within three next months. The Committee asked that the Executive follow this up with the centre in three months time in order to check that staffing levels are appropriate and to report back to the Committee if there are any further concerns.

3. The Committee noted that a number of staff at the centre are working towards HPC registration and asked that the centre notifies the Executive when registration has been achieved.

4. The Committee agreed that they were satisfied as to the suitability of the Person Responsible, who had recently been approved by a Licence Committee. The Committee also agreed that they continued to be satisfied that the Nominal Licensee was a suitable person to hold a licence. The Committee agreed that they were satisfied as to the suitability of the premises and the practices carried on at the centre, pending a satisfactory outcome from the review to be carried out into whether the current workload can be supported by current staffing levels.

5. On the basis that the centre is well established and compliant, the Committee decided to renew the centre's licence for a period of five years, with no additional conditions.

Signed..... Date.....
Anna Carragher (Chair)