

Licence Committee Meeting

10 October 2007

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
William Ledger, Professor of
Obstetrics and Gynaecology,
University of Sheffield

In Attendance:

Trish Davies, Director of Regulation /
Deputy Chief Executive
David Gomez, Legal Advisor
Stephanie Sullivan, Head of Inspection
Barbara Lewis, Business Support Team
Leader
Claudia Lally, Committee Secretary

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 (37 pages)
- no papers were tabled.

1. The papers for this item were presented by Tahir Hussain, HFEA Inspector. Mr Hussain informed the Committee that this centre has a history of good regulatory compliance and has a risk score of 11%, in the low range. The inspection team found no breaches of the Act or Code of Practice but a number of areas of improvement were identified at the inspection. Mr Hussain drew the Committee's attention to the response by the Nominal Licensee to the inspection report, which details the action taken in response to the recommendations made. Mr Hussain highlighted that all of the issues have been responded to satisfactorily.

2. Mr Hussain went on to say that one key area of concern raised in the inspection report was that the length of time spent in the unit by the Person Responsible. Mr Hussain highlighted a number of factors which appeared to

suggest that the Person Responsible was not able to be present at the unit for as long as was required to properly fulfil his role. One these was that the Person Responsible had not yet submitted his Person Responsible Entry Programme (PREP) assessment. Another was that staff members interviewed at the clinic informed the inspection team that the Person Responsible was not present at the clinic very often, typically only four times per week, for about an hour each time. In addition, Mr Hussain pointed out that unusually it was the Nominal Licensee who was the main point of contact with the Executive, and it was the Nominal Licensee who had completed the Person Responsible's response to the inspection report. The Committee agreed that this is the first time they had seen this part of the report completed by the Nominal Licensee.

3. The Committee agreed that they were very concerned about the apparent lack of time spent in the unit by the Person Responsible. For this reason they agreed that they would renew the centre's licence for a period of one year only, and would ask the Person Responsible to reflect on how much time he spends at the centre and submit this information to the Executive to be considered at the next renewal inspection. They requested that this issue be the focus of the renewal inspection.

4. The Committee noted that one experienced embryologist expects to be HPC registered in the next year. The Committee welcomed this and asked that the centre informs the Executive when registration has taken place.

5. The Committee considered the statutory conditions for granting a licence and noted that these are all satisfied apart from the fact that a licence fee has not yet been paid. The Committee decided to grant a one year licence with no conditions, subject to the payment of this fee.

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