

HFEA Executive Licensing Panel Meeting

15 February 2013

Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF

Minutes – Item 6

Centre 0044 – (The Centre for Reproductive and Genetic Health) – Update to Renewal Inspection Report

Members of the Panel: Juliet Tizzard, Head of Policy & Communications (Chair) Hannah Darby, Senior Policy Manager Rachel Hopkins, Head of Human Resources	Committee Secretary: Neil McComb Observing: Rebecca Loveys
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

The Panel also had before it:

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance
- HFEA Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

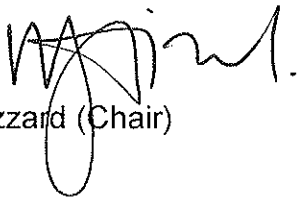
Consideration of Application

1. The Panel noted that a renewal inspection took place in October 2012, and a report was presented to the Executive Licensing Panel (ELP) on 8 February 2013.
2. The Panel noted that the ELP, at its meeting on 8 February 2013, acknowledged the constructive engagement from the PR on the critical non-compliance which related to the security of the premises and the work already done to remedy the problems. However, the Panel had been concerned that, according to the remarks in the inspection report, the Inspectorate was not yet satisfied that the outstanding actions had been completed and that the premises require further actions to make them suitable.
3. The Panel of 8 February had therefore adjourned the consideration of the renewal of the centre's licence until further information could be obtained about whether the outstanding actions relating to the critical non-compliance had been completed.
4. The Panel had before it an executive summary from the Inspectorate, providing an update on this issue. The Panel noted that, while the main external door to the dental hospital remains open, the two doors that give access to the fertility unit have now both been secured by keypad locks, ensuring that the external security needed is in place whilst maintaining a safe exit if necessary.
5. The Panel also noted that the internal corridor giving unrestricted access to the unit from the dental hospital had now also been secured with a keypad lock.
6. The Panel noted the Inspectorate's recommendation that these improvements made the premises secure and suitable.
7. The Panel was concerned, however, that it had not received information on the outstanding issue, mentioned in the original inspection report, regarding the integration of the electronic locking system into the fire alarm system.

Decision

8. Whilst the Panel accepted the Inspectorate's judgement was that the premises are now suitable, it was concerned that there are still outstanding actions in relation to the critical non-compliance. With that in mind, it decided to adjourn until the Inspectorate could provide an opinion on the importance of the integration of the electronic locking system and the fire alarm system in relation to the suitability of the premises.
9. The Panel noted that the licence expires on 31 March 2013 and stated its intention to reconvene as soon as possible to consider the

Inspectorate's update in time to offer a new licence before the existing one expires.

Signed: 
Juliet Tizzard (Chair)

Date: 27 February 2013