

# HFEA Executive Licensing Panel Meeting

20 February 2014

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

## Minutes – Item 1

### Centre 0096 – (Sunderland Fertility Centre) Renewal Treatment (insemination using partner/donor sperm) and Storage Inspection Report

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Mark Bennett – Director of Finance & Facilities (Chair)	Dee Knoyle
David Moysen – Head of IT	
Ian Peacock – Analysis Programmer	

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

#### The Panel 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 considered the papers, which included a completed application form, inspection report and licensing minutes for the past three years.
2. The Panel noted that this centre has a treatment (insemination using partner/donor sperm) and storage licence. The centre does not provide donor insemination treatment, but this licence type is the most suitable for the centre's range of activities as it also provides long-term sperm storage facilities. The Panel noted that in relation to activity levels this is a small centre.
3. The Panel noted that the centre has been licensed by the HFEA since 1992 and has a five-year licence due to expire on 31 May 2014.
4. The Panel noted that in 2012, the centre reported 95 cycles of partner insemination with 10 pregnancies. This is consistent with the national average. The Panel noted that the PR is encouraged to continue to use the Quality Management System (QMS) to monitor and improve their success rates so as to improve the quality of the service offered to patients.
5. The Panel noted that at the time of the inspection on 11 December 2013, the Inspectorate observed four other areas of non-compliance. The Panel noted that, since the inspection, the centre had provided evidence that it has fully implemented one of the recommendations. The Panel noted the non-compliance related to CE marked medical devices and this should be monitored by the Inspectorate. The Panel noted the PR's commitment to implement the outstanding recommendation within the prescribed timescales.
6. The Panel noted that the Inspectorate recommended the renewal of the centre's Treatment (insemination using partner/donor sperm) and storage licence for a period of four years without additional conditions, subject to compliance with the recommendations made in this report being implemented within the prescribed timescales.

## **Decision**

7. The Panel had regard to its decision tree. It was satisfied that the appropriate application and fee had been submitted and that the application contained the supporting information required by General Directions 0008.
8. The Panel was satisfied that the qualifications and character of the PR are such as is required for the supervision of licenced activities, and that he has discharged his duty under section 17 of the HF&E Act 1990 (as amended).
9. The Panel noted that the premises to be licensed are suitable for the conduct of the licensed activities.

10. The Panel agreed to renew the centre's Treatment (insemination using partner/donor sperm) and storage licence for four years, without additional conditions.

A handwritten signature in black ink, appearing to be 'Mark Bennett', written in a cursive style.

Signed:  
Mark Bennett (Chair)

Date: 6 March 2014