

# HFEA Executive Licensing Panel Meeting

24 April 2014

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

## Minutes – Item 7

### Centre 0259 – (Epsom & St Helier NHS Trust) – Variation of Licensed Activities Application

<b>Members of the Panel:</b>	<b>Committee Secretary:</b>
Juliet Tizzard – Interim Director of Strategy (Chair)	Dee Knoyle
David Moysen – Head of IT	
Joanne Anton – Policy Manager	

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:

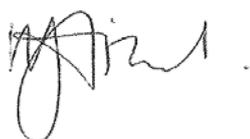
- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- 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, Licence Variation Application Report and licensing minutes for the past three years.
2. The Panel noted that this centre has been licensed by the HFEA since 2007.
3. The Panel noted that Epsom and St Helier NHS Trust is located in Carshalton, Surrey and has held a licence with the HFEA since 2007. The centre provides treatment (insemination using partner sperm) and also provides transport IVF services to The Bridge Centre (centre 0070) and ACU Kings College Hospital (centre 0109) for approximately 200 patients per annum.
4. The Panel noted that, in December 2013, the centre provided a single cycle of donor insemination (DI) treatment when it was not licensed to carry out this activity. Subsequently, the Person Responsible (PR) reported this as an incident to the HFEA and the circumstances that led to the breach of licence were investigated. Following the incident, the PR confirmed that the centre would not conduct any further DI treatment until the variation of their licence had been approved by the Executive Licensing Panel.
5. The Panel noted that the model for the provision of DI treatment that is proposed by the centre does not involve the storage of cryopreserved donor gametes: donor sperm for insemination will be prepared by Brighton Fertility Associates (centre 0322) then transported to Epsom and St Helier, where it will be used for insemination. Centre 0322 will supply the prepared gametes and will be responsible for their transport to centre 0259.
6. The Panel noted that the PR had provided all information required under General Directions 0008.
7. The Panel noted that the Inspectorate recommended that this application be granted.

## Decision

8. The Panel agreed to the Inspectorate's recommendation to vary the centre's licence from Treatment (insemination using partner sperm) to Treatment (insemination using partner/donor sperm) and Storage, in accordance with Section 18A of the HFE Act 1990 (as amended).



Signed:  
Juliet Tizzard (Chair)

Date: 8 May 2014