

Human Fertilisation and Embryology Authority

Minutes of the Executive Licensing Panel

Meeting held at HFEA, Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on
13 March 2015

Minutes – item no. 3

Centre 0159 (Royal Surrey County Hospital) – Progress Report

Members of the Panel:	Juliet Tizzard Director of Strategy & Corporate Affairs (Chair) Hannah Verdin Head of Regulatory Policy Ian Peacock Analyst Programmer
Members of the Executive in attendance:	Sam Hartley Head of Governance & Licensing Dee Knoyle Committee Secretary

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 the 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 the 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 the publication of Authority and committee papers

Background

1. The panel considered the papers, which included an executive update and previous licensing minutes for the past three years. The panel noted that the Person Responsible (PR) had submitted an application form to renew the licence. This application was considered by the Executive Licensing Panel at its meeting on 16 January 2015.
2. The panel noted that at the time of the inspection on 16 October 2014, the Inspectorate identified three major and one other area of non-compliance. The panel noted in particular, the non-compliances relating to standard operating procedure for transporting samples and the formal validation of critical equipment and critical processes. The panel noted that the PR had committed to fully implementing the recommendations and urged the PR to work within the prescribed timescales.
3. The panel had endorsed the Inspectorate's recommendation to renew the centre's storage only licence for a period of four years without any additional conditions and asked that the Inspectorate provide a progress report to the Executive Licensing Panel in March 2015.

Consideration

4. The panel noted that the Inspectorate had reviewed further information received from the centre and was satisfied that all the recommendations made in the renewal inspection report were implemented.

Decision

5. The panel noted the executive update and was reassured that all the recommendations made in the renewal inspection report had been implemented.



Signed:
Juliet Tizzard (Chair)

Date: 23 March 2015