

## Human Fertilisation and Embryology Authority

### Minutes of the Licence Committee

Meeting held at Finsbury Tower, 103-105 Bunhill Row, London, EC1Y 8HF on  
**7 May 2015**

#### Minutes – item 3

Centre 0324 (City Fertility) – progress update

|                                  |  |
|----------------------------------|--|
| <b>Members of the Committee:</b> | Andy Greenfield (Chair, lay)<br>Kate Brian (lay)<br>Margaret Gilmore (lay)<br>Anita Bharucha (lay) |
| <b>Legal Adviser:</b>            | Dawn Brathwaite, Mills & Reeve   |
| <b>Members of the Executive:</b> | Sam Hartley, Head of Governance<br>and Licensing<br>Trent Fisher, Secretary                        |

Declarations 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:

- executive update report
- Licence Committee minutes for the past three years
  - 15 March 2015 – update report
  - 15 March 2015 – change of person responsible
  - 25 September 2014 – licence renewal
  - 18 October 2013 – change of licence holder
  - 03 December 2012 initial inspection report
- executive update report for March Licence Committee meeting
- 2014 renewal inspection report

The committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings and Hearings

- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- HFEA decision trees
- 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 Directions 0000 – 0012
- guide to licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

## **Background**

1. A renewal application for this centre's licence was considered by the Licence Committee on 25 September 2014.
2. The renewal inspection report outlined 26 areas that required improvement including four critical, fourteen major and eight other areas of non-compliance.
3. At the time, the committee had serious concerns regarding the severity and the number of areas of non-compliances found, as well as deep concerns that the centre's multiple clinical birth rate was significantly above the current target.
4. A progress report was considered by the committee on 12 March 2015.
5. The report outlined that corrective action had been implemented to address three critical, five major and three other areas of non-compliance. Further evidence of corrective action was to be provided for three major areas of non-compliance due by 16 April 2015.
6. A change of Person Responsible (PR) was approved by the committee on 12 March 2015.

## **Update**

7. The committee noted that a meeting took place on 24 April 2015 between the inspectorate, the PR and the clinic staff to discuss the progress of the implementation of the remaining recommendations.
8. The committee noted that further action is still required for 10 areas of non-compliance including eight major and two other.

9. The committee noted that there is an upcoming interim inspection scheduled for June 2015.

**Decision**

10. The committee noted the update and encourages the centre to continue to implement the recommendations of the inspectorate within the given time frames.
11. The committee noted the inspectorate's recommendation for the June interim inspection report to be considered by the Executive Licensing Panel. However, due to the remaining number of non-compliances, the committee requests that the interim report be put to the Licence Committee for consideration.

Signed:

Date: 20 May 2015



Andy Greenfield (Chair)