

Executive Licensing Panel - minutes

Centre 0259 (Epsom and St Helier NHS Trust)

Variation of Licensed Activities & Variation of Premises

Friday, 22 April 2016

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Paula Robinson (Chair) Anna Rajakumar Trisram Dawahoo	Head of Business Planning Scientific Policy Manager Digital Communications Manager
Members of the Executive	Dee Knoyle Ian Brown	Secretary Head of Corporate Governance
External adviser		
Observers		

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:

- 8th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Background

- 1.1. The Assisted Conception Unit (ACU) at Epsom and St Helier University Hospital NHS Trust has been licensed by the HFEA since 2007. The centre is licensed to provide treatment (using partner or donor sperm) and storage. However, to date, the centre has not stored gametes. The centre also provides a transport IVF service, comprising 250 egg collections per year, to three primary centres, including King's Hewitt Fertility Centre, centre 0109, Lister Fertility Clinic, centre 0006 and The Bridge Centre, centre 0070.
- 1.2. In 2015, the centre submitted an application to renew its treatment (using partner/donor sperm) and storage licence. The centre also submitted an application to vary its extant licence to reflect changes to the licensed premises and licensed activities to provide a full range of fertility services.
- 1.3. On 11 March 2016, the Executive Licensing Panel considered the centre's renewal inspection report and granted a treatment (using partner/donor sperm) and storage licence for a period of four years without additional conditions. The centre now also wished to vary the licence to reflect changes to the licensed premises and licensed activities to provide a full range of fertility services.
- 1.4. For practical reasons, it was not possible for the renewal and variation applications to be considered at the same meeting, and the present Panel was therefore now asked to consider the variations requested. For the avoidance of doubt, the centre has provided confirmation that it wished the variation of premises and licensed activities, if granted, to apply to both the current licence (with immediate effect) and the new licence due to start on 1 July 2016.

2. Consideration of application

- 2.1. The panel considered the papers, which included a completed application form, report, floor plan, correspondence and licensing minutes for the past three years. The panel noted that this report represents the findings of a desk-based review of documents and an on-site inspection of the centre.
- 2.2. The panel noted that the centre plans to provide a full range of fertility services and have therefore applied for a variation of licensed activities to add the activities necessary for the centre to provide a full range of fertility services.
- 2.3. The panel noted that the premises have been refurbished and an embryology laboratory and procedure room have been added and the centre has therefore applied for a variation of licensed premises.
- 2.4. The panel noted that the inspectorate considered that there was sufficient information drawn from documentation submitted by the centre, prior to inspection and from observations and interviews conducted during the inspection visit, to conclude that:
 - the PR has discharged her duty under section 17 of the HF&E Act 1990 (as amended)
 - the premises are suitable
 - the practices are suitable
 - the centre has submitted appropriately completed documentation in accordance with General Direction 0008, in application for the variation of their licence to change the premises and activities licensed
 - the centre has submitted an application fee to the HFEA in accordance with requirements

- 2.5.** The panel noted that at the time of the assessment, three major and one other area of non-compliance was identified. Since the inspection, the PR has fully implemented all of the recommendations to address the non-compliances.
- 2.6.** The panel noted that the inspectorate recommended the approval of the application to vary the centre's current licence to reflect the change of premises and additional licensed activities necessary to provide a full range of fertility services and for these variations to be reflected in both the current licence and the renewal licence due to start on 1 July 2016.
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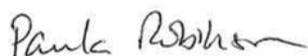
3. Decision

- 3.1.** The panel had regard to its decision tree. It was satisfied that the appropriate application had been submitted and that the application contained the supporting information required by General Directions 0008.
- 3.2.** The panel considered the centre's application to vary its licensed activities and premises.
- 3.3.** The panel endorsed the inspectorate's recommendation to vary the centre's current licence to reflect the change of premises and additional licensed activities necessary to provide a full range of fertility services and for these variations also to be reflected in the renewal licence due to start on 1 July 2016.
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4. Chair's signature

- 4.1.** I confirm this is a true and accurate record of the meeting.

Signature



Name

Paula Robinson

Date

29 April 2016