

Executive Licensing Panel - minutes

Centre 0258 (The Whittington Hospital Fertility Unit) - Variations – Change of Centre Name, Address, Activities and Licence Holder (LH)

Friday, 18 November 2016

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Paula Robinson (Chair) Ian Peacock Howard Ryan	Head of Business Planning Analyst Programmer Technical Report Developer
Members of the Executive	Dee Knoyle Siobhain Kelly	Secretary Interim 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. Consideration of application

- 1.1.** The panel considered the papers, which included an inspection report, application forms and licensing minutes for the past three years.
- 1.2.** The panel noted that The Whittington Hospital Fertility Unit has held a treatment (insemination using partner sperm) licence with the HFEA since 2007 and provides basic fertility services. The centre is also a satellite centre for CRM London, centre 0199 and City Fertility, centre 0324.
- 1.3.** The panel noted the previous licensing history. Following the renewal inspection in February 2015, concerns were raised regarding the lack of progress made by the PR towards implementing the recommendations made in the inspection report. Therefore, a decision to renew the centre's licence was adjourned by the Executive Licensing Panel at its meeting on 5 June 2015, pending further engagement and progress from the Person Responsible (PR). As the licence was due to expire in June 2015, the panel issued Special Directions to allow the centre to continue licensed activities for a period of three months after the expiry of the licence, or until a new licence was issued (whichever was sooner). The centre's licence was subsequently renewed in September 2015, without any additional conditions, the PR having provided evidence that all the non-compliances had been addressed.
- 1.4.** The panel noted that the centre has now applied for a number of variations to its licence including a change of centre name, postal address, licensed activities and Licence Holder (LH).

Variation Change of Centre Name

- 1.5.** The panel noted that the centre has submitted an application for a variation to change the centre name from The Whittington Hospital Fertility Unit to The Fertility Centre at Whittington Health.
- 1.6.** The panel noted the inspectorate's recommendation to approve the variation of licence application to change the centre's name to The Fertility Centre at Whittington Health.

Variation Change of Postal Address

- 1.7.** The panel noted that the centre has submitted an application for a variation to correct the postal address from Jenner Building, Whittington Hospital, Magdala Avenue, London N19 5NF to Clinic 4C, Whittington Hospital, Magdala Avenue, London N19 5NF. The centre is not moving premises, simply correcting an administration error in the wording of the address.
- 1.8.** The panel noted the inspectorate's recommendation to approve the variation to correct the postal address.

Variation Change of Licence Holder (LH)

- 1.9.** The panel noted that the centre has submitted an application for a change of Licence Holder (LH) to Mrs Gurjit Mahil.
- 1.10.** The panel noted that Mrs Gurjit Mahil is willing to assume the responsibility of the role of LH.
- 1.11.** The panel noted that all information required under General Directions 0008 had been provided.
- 1.12.** The panel noted the inspectorate's recommendation to vary the centre's licence to reflect the change of LH to Mrs Gurjit Mahil.

Variation Change of Licensed Treatments

- 1.13.** The panel noted that the centre has submitted an application for a change of licensed activities from treatment (insemination using partner sperm) to treatment (insemination using partner/donor sperm) and storage.

- 1.14.** The centre anticipates activity levels of five donor recruitments and 20 donor insemination (DI) cycles in the first year, with the aim of doubling this activity in year two. In addition, if the centre is successful in obtaining an NHS contract they aim to perform ten fertility preservation freezes and four surgical sperm retrievals per year.
- 1.15.** The panel noted the findings of the desk based assessment and inspection carried out on 4 August 2016. At the time of the inspection there were four major and one other areas of non-compliance identified. On the basis of the findings of the inspection the Executive could not, initially, make a recommendation to vary the licenced activities at this centre. The Executive expected that in responding to the report the PR would provide evidence of compliance and assurance that all the non-compliances identified in the report had been addressed and were satisfactory to the Executive. Given the extent of the non-compliances, a notable period of time has elapsed between the application submission and readiness for submission to the ELP. However the panel noted that the Executive now considers that it has enough evidence and assurance to recommend approval of the centre's application to vary its licenced activities.
- 1.16.** The panel noted that an interim inspection will be completed within the first year of commencement of the new activities as a useful indication of early performance and progress.
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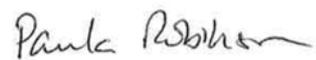
2. Decision

- 2.1.** The panel had regard to its decision tree.
- 2.2.** The panel was satisfied that the appropriate application forms had been submitted and that the applications contained the supporting information required by General Directions 0008.
- 2.3.** The panel noted that the inspectorate reviewed evidence provided by the centre against the requirements of the Human Fertilisation and Embryology Act 1990 (as amended), General Directions, Standard Licence Conditions (SLCs) and the Code of Practice (CoP).
- 2.4.** The panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of LH.
- 2.5.** The panel endorsed the inspectorate's recommendation to:
- vary the centre's licence to reflect a change of name to The Fertility Centre at Whittington Health
 - vary the centre's licence to correct the centre's postal address to:
Clinic 4C, Whittington Hospital, Magdala Avenue, London N19 5NF
 - vary the centre's licence to reflect the change of Licence Holder to Mrs Gurjit Mahil in accordance with Section 18A of the HFE Act 1990 (as amended)
 - vary the centre's licence to reflect a change of licensed activities to treatment (insemination using partner/donor sperm) and storage.

3. Chair's signature

3.1. I confirm this is a true and accurate record of the meeting.

Signature

A handwritten signature in black ink that reads "Paula Robinson". The signature is written in a cursive style with a long horizontal flourish at the end.

Name

Paula Robinson

Date

28 November 2016