

Licence Committee - minutes

Centre 0185 (CARE Manchester) – executive update

Thursday, 10 November 2016

HFEA, Level 2, 10 Spring Gardens, London, SW1A 2BU

Committee members	Andy Greenfield (chair) Lee Rayfield Kate Brian Anita Bharucha Ruth Wilde	
Members of the Executive	Siobhain Kelly Trent Fisher	Interim Head of Corporate Governance Secretary
Legal Adviser	Shelley Edwards	Fieldfisher LLP
Observers	Eve Piffaretti Dee Knoyle	Blake Morgan LLP Committee Secretary

Declarations of interest:

- members of the committee declared that they had no conflicts of interest in relation to this item.

The committee had before it:

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

The following papers were considered by the committee:

- executive update
- committee minutes for the previous three years

1. Background

- 1.1. The committee noted it had considered an executive update on centre 0185, relating to progress on issues found regarding consent to legal parenthood.
- 1.2. The committee noted that it requested a further update regarding
 - A summary of the monthly audits conducted by the centre, and
 - A summary of the outcome of the root cause analysis investigating the failings of the March 2016 audit.

2. Consideration of application

- 2.1. The committee noted that the first monthly audit undertaken by the centre found that no further non-compliances were identified in relation to consent to legal parenthood.
- 2.2. The committee noted that the root cause analysis investigation includes suitable corrective and preventative actions to ensure that future audits will provide the necessary assurance of quality.
- 2.3. The committee noted that a copy of the report of the re-audit of treatment has been submitted to the executive and that no additional anomalies to those already reported had been identified.
- 2.4. The committee was informed by the executive that the Person Responsible and Licence Holder of the centre continue to fully engage with the executive.

3. Decision

- 3.1. The committee acknowledged that the centre has been engaging with the executive and now appears to be on the right path to ensuring that consent to legal parenthood is effectively collected.
- 3.2. The committee requested that any further updates from centre 0185 regarding consent to legal parenthood should be submitted to the Licence Committee for consideration.

4. Chair's signature

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

Signature



Name

Andy Greenfield

Date

23 November 2016