

Executive Licensing Panel - minutes

Centre 0109 (King's Hewitt Fertility Centre)

Executive Update

Friday, 17 November 2017

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Anna Quinn Helen Crutcher	Director of Strategy and Corporate Affairs Scientific Policy Manager Risk and Business Planning Manager
Members of the Executive	Dee Knoyle Erin Barton	Secretary Policy Manager
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 King's Hewitt Fertility Centre, centre 0109, is located in King's College Hospital, in London. The centre has held a licence with the HFEA since 1992 and provides a full range of fertility services. The centre has two transport centres, Epsom and St Helier NHS Trust (centre 0259) and Kingston Hospital Assisted Conception Unit (centre 0270). In relation to activity levels this is a large centre.
- 1.2. The licence for centre 0109 was varied in November 2016 to reflect a change of Licence Holder and in November 2015, to reflect a change of centre name.
- 1.3. Centre 0109 is currently undergoing a change of ownership. However, the Person Responsible (PR) has confirmed that this will not affect the day to day running of the centre. The centre has plans to relocate premises later in the year and to change the centre name.
- 1.4. The Executive Licensing Panel considered the centre's renewal inspection report at its meeting on 16 June 2017. The panel noted that at the time of the renewal inspection there was one critical and seven major areas of practice that required improvement, three of which were cited at a previous inspection. The inspectorate's deadlines for the implementation of corrective actions were either 12 July 2017 or 12 October 2017 and therefore the panel requested that the Executive submits an update on progress made by the end of November 2017.

2. Consideration of application

- 2.1. The panel considered the papers, which included an executive update, renewal inspection report and application form and licensing minutes since the last licence renewal.
- 2.2. The inspectorate reported that the centre has provided good evidence that it has fully implemented all of the recommendations with exceptions where the work is on-going. The panel noted that further actions were required for the following areas of non-compliance:
 - critical area of non-compliance relating to consent to storage of gametes and embryos;
 - major area of non-compliance relating to egg donor screening;
 - major area of non-compliance relating to Quality Management System.
- 2.3. The panel noted that the PR continues to provide monthly updates to the inspectorate with respect to samples which are in store without effective consent and has made good progress in addressing them.
- 2.4. The panel noted that the centre's Quality Management System is to be improved by the appointment of a new Quality Manager.
- 2.5. The panel noted the recent staff changes at the centre, including the change of PR, and that the centre is undergoing a change of ownership.
- 2.6. The panel noted that the new PR has provided confirmation that he is committed to ensuring the ongoing implementation of the remaining recommendations from the renewal inspection report. The panel also noted that the inspectorate will remain in close contact with the new PR to ensure the implementation of these recommendations is completed.
- 2.7. The panel noted that the centre plans to change premises in the new year and the new premises will be inspected. This inspection will also follow up the implementation of the recommendations, in particular the Quality Management System and gamete and embryo storage systems.

3. Decision

- 3.1.** The panel noted the executive update and the progress made since the last inspection report.
- 3.2.** The panel noted the outstanding actions required to complete the recommendations, in particular actions required to fully address the critical area of non-compliance relating to consent to the storage of gametes and embryos.
- 3.3.** The panel requested that the inspectorate provides it with assurances that all action required to fully implement the recommendations have been completed, either through the next inspection or by the end of February 2017 if the inspection has not yet been completed.

4. Chair's signature

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

Signature



Name

Juliet Tizzard

Date

27 November 2017