

Executive Licensing Panel - minutes

Centre 0068 (Leicester Fertility Centre)

Special Directions to permit continuation of licensed activity before a Renewal Licence Application

Tuesday, 11 September 2018

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Caylin Joski-Jethi (Chair) Lisa Whiting Kathleen Sarsfield Watson	Head of Intelligence Data and Insights Analyst Communications Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood Julie Katsaros	Senior Governance Manager Inspector (Induction)

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 panel noted that Leicester Fertility Centre has held a treatment and storage licence with the HFEA since 1992 and provides a full range of fertility services.
- 1.2. The panel noted that the centre provided 484 cycles of treatment (excluding partner intrauterine insemination) in the 12 months to 30 April 2018. In relation to activity levels, this is a medium-sized centre.
- 1.3. The panel noted that the centre's current licence is due to expire on 30 September 2018.
- 1.4. The panel noted a renewal licence inspection visit was conducted on 26 and 27 June 2018; this inspection was conducted later than usual, due to difficulties assembling an inspection team and finding agreeable dates for the Person Responsible (PR)
- 1.5. The panel noted that, in the period following the renewal inspection, the centre's inspector (and inspection lead) left the HFEA. The report was completed by another member of the inspection team and sent to the PR for her comment on 16 August 2018.
- 1.6. The panel noted that as the time of the inspection, there were two major areas of non-compliance and one 'other' area of practice requiring improvement. The executive is recommending the renewal of the centre's licence for four years without any additional conditions.
- 1.7. The panel noted that, as a result of these unusual circumstances, it had not been possible to process the renewal application in time to be considered by an Executive Licence Panel (ELP). Following review of the draft report by the PR, the earliest meeting for this to be considered by ELP is 26 September 2018, which is four days before the licence is due to expire.
- 1.8. The panel noted the Executive's recommendation to issue Special Directions to the PR under Section 24 (5A) (b) of the HF&E Act 1990 (as amended) to permit the continuation of licensed activity from 1 October 2018 to 31 December 2018 to allow time for the administrative process for the licence renewal.

2. Decision

- 2.1. The panel endorsed the Executive's recommendation to issue Special Directions to the PR under Section 24 (5A) (b) of the HF&E Act 1990 (as amended) to permit the continuation of licensed activity from 1 October 2018 to 31 December 2018 to allow time for the administration process for the licence renewal.

3. Chair's signature

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

Signature



Name

Caylin Joski-Jethi

Date

17 September 2018

**Executive Summary for Executive Licensing Panel
11 September 2018**

Centre number	0068
Centre name	Leicester Fertility Centre
Person Responsible	Jane Blower

**Special Directions to permit continuation of licensed activity before a
renewal licence application can be considered by ELP.**

Background

1. The Leicester Fertility Centre has held a Treatment and Storage licence with the HFEA since 1992 and provides a full range of fertility services. The centre provided 484 cycles of treatment (excluding partner intrauterine insemination) in the 12 months to 30 April 2018. In relation to activity levels, this is a medium-sized centre.
2. The centre's current licence is due to expire on 30 September 2018.
3. The centre had a renewal licence inspection visit on 26 and 27 June 2018, this inspection was conducted later than usual, due to difficulties in getting an inspection team together and finding agreeable dates for the PR.
4. In the period following the renewal inspection, the centre's inspector (and inspection lead) left the HFEA and the report was completed by another member of the inspection team and sent to the PR for her comment on 16 August 2018.
5. At the time of the inspection there were two major areas of non-compliance and one 'other' area of practice requiring improvement. The Executive is recommending the renewal of the centre's licence for four years without any additional conditions.
6. As a result of these unusual circumstances, it has not been possible to process the renewal application in time to be considered by an Executive Licence Panel (ELP). Following review of the draft report by the PR, the earliest meeting for this to be considered by ELP is 26 September 2018, which is four days before the licence is due to expire.

Executive Summary for Special Directions to allow the continuation of
licensed activities. 11 September 2018.
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2018/011011

Recommendation

Given these factors and that the delays were unusual, the Executive recommends that Special Directions are issued to the PR under Section 24 (5A) (b) of the HF&E Act 1990 (as amended) to permit the continuation of licensed activity from 1 October 2018 to 31 December 2018.

Inspector Name: Polly Todd

Job title: Senior Inspector