

Executive Licensing Panel - minutes

Centre 0357 (Thames Valley Fertility)

Special Directions to permit continuation of licenced activity

Monday, 24 June 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Richard Sydee (Chair) Niamh Marren Helen Crutcher	Director of Finance and Resources Regulatory Policy Manager Risk and Business Planning Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers	Catherine Burwood	Licensing Manager

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:

- 9th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Background

- 1.1. Thames Valley Fertility has a treatment (including embryo testing) and storage licence.
- 1.2. The panel noted that the renewal inspection, which occurred on 27 and 28 February 2019, was scheduled later than normal policy, due to a busy inspection schedule.
- 1.3. The panel noted there were a number of non-compliances identified at the inspection and some were significant, therefore requiring a management review meeting. This caused a further delay in sending the report to the Person Responsible (PR). The report was sent to the PR on 17 May 2019 for his review and comment and was due to be returned to the centre's inspector by 10 June 2019.
- 1.4. The panel noted that the report will be considered by the Licence Committee at its next meeting on 11 July 2019; this will be after the expiry of the centre's current licence.
- 1.5. The panel noted that as the centre's current licence is due to expire on 10 July 2019.

2. Consideration of the application for Special Directions

- 2.1. The panel considered the papers, which included an executive summary.
- 2.2. The panel noted that the Executive recommends that Special Directions are issued to the Person Responsible (PR) under Section 24 (5A) (b) of the HF&E Act 1990 (as amended) to permit the continuation of licensed activity, from 11 July 2019 to 10 October 2019, enabling the renewal application to be considered by the Licence Committee and allowing sufficient time for the licensing administrative process.

3. Decision

- 3.1. The panel endorsed the Executive's recommendation 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 11 July 2019 to 10 October 2019, to enable the renewal application to be considered by the Licence Committee, and allow sufficient time for the licensing administrative process.

4. Chair's signature

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

Signature



Name

Richard Sydee

Date

1 July 2019

**Executive Summary for Executive Licensing Panel
25 June 2019**

Centre number	0357
Centre name	Thames Valley Fertility
Person Responsible	Jon Taylor

**Special Direction application for continuation of licensed activities when
the current licence expires for centre 0357.**

Background

1. The Thames Valley Fertility centre has a Treatment with Storage licence which expires on 7 July 2019.
2. Due to a busy inspection schedule and shortage of available inspectors, the inspection was scheduled later than our usual policy.
3. The inspection was undertaken on 27 and 28 February 2019.
4. There were a number of non compliances identified at the inspection of which some were significant, requiring a management review meeting. This caused further delay in sending the report to the PR.
5. The report was sent to the PR on 17 May 2019 for his review and comment and is due to be returned to the centre's inspector by 10 June 2019.
6. The report is to be considered by the Licence Committee. The next available Licence Committee meeting is 11 July 2019 when the inspection report is scheduled to be considered. This is after the expiry of the centre's current licence.

Recommendation

The Executive recommends that special directions are granted to allow continuation of licenced activities cover the period between the current licence expires to the granting of a new licence

**Grace Lyndon
Clinical Inspector**

