

Executive Licensing Panel - minutes

Centre 0324 (City Fertility)

Licence Extension application

Tuesday, 25 August 2020

HFEA Teleconference Meeting

Panel members	Clare Ettinghausen (Chair) Kathleen Sarsfield-Watson Yvonne Akinmodun	Director of Strategy and Corporate Affairs Communications Manager Head of Human Resources
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. Consideration of application

- 1.1. The panel considered the papers, which included a completed application form and Executive summary.
- 1.2. The panel noted that City Fertility is located in London and has held a licence with the HFEA since 2012. The centre's licence was varied to include embryo testing in 2015. The centre provides a full range of fertility treatments.
- 1.3. In response to UK measures to contain and mitigate the spread of the Covid-19 coronavirus, a decision was taken by the HFEA to suspend all inspections of licensed premises until at least 31 August 2020.
- 1.4. The panel noted that HFEA licensed premises should be inspected every two years (Schedule 3B paragraph (4)(1)). The suspension of inspections impacts on the Authority's legal duties to carry out its regulatory functions. This action has been agreed with the Authority.
- 1.5. The panel noted that the HFEA normally issues licences for treatment and/or storage for a duration of up to four years but can issue a licence for five years (Schedule 2 paragraph 1(5) of the HF&E Act 1990).
- 1.6. In light of the current suspension of inspections, due to Covid-19, centre 0324 has applied to extend their licence by one year; the current licence expires on 28 November 2020.
- 1.7. The panel noted the centre was last inspected on 20 September 2018 and recommendations were made in relation to four major and two 'other' areas of non-compliance. The Person Responsible (PR) has provided evidence that all of the recommendations were implemented.
- 1.8. The panel noted that the executive is satisfied that;
 - the PR has discharged their responsibility under section 17 of the Act;
 - the centre has followed professional body guidance to suspend all non-essential treatments in response to Covid-19;
 - the centre continues to manage the storage of gametes, embryos and patient records appropriately during this period;
 - there have been no serious (Grade A) incidents since the last inspection;
 - the centre has suitable procedures in place to continue to support patients.
- 1.9. The Executive recommends the approval of the application to vary the centre's treatment (including embryo testing) and storage licence, extending the duration to 28 November 2021, without additional conditions.
- 1.10. Centre 0324 has been issued with an Importing Tissue Establishment (ITE) import certificate by the HFEA, pursuant to section 24(4AD). Such certificates are generally synchronised to the centre's HFEA licence. The panel noted that the executive also recommends the renewal of the centre's ITE import certificate in line with the centre's licence.

2. Decision

- 2.1. The panel was satisfied that;
 - the PR has discharged their responsibility under section 17 of the Act;
 - the centre has followed professional body guidance to suspend all non-essential treatments in response to Covid-19;
 - the centre continues to manage the storage of gametes, embryos and patient records appropriately during this period;
 - there have been no serious (Grade A) incidents since the last inspection;
 - the centre has suitable procedures in place to continue to support patients.

- 2.2.** The panel endorsed the executive's recommendation to vary the centre's treatment (including embryo testing) and storage licence, extending the duration to 28 November 2021, without additional conditions.
- 2.3.** The panel endorsed the executive's recommendation to renew the centre's ITE import certificate, in line with the centre's licence.
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3. Chair's signature

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

Signature



Name

Clare Ettinghausen

Date

27 August 2020