

# Executive Licensing Panel - minutes

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## Centre 0105 (London Women's Clinic)

### Licence Extension application

Monday, 2 November 2020

HFEA Teleconference Meeting

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Panel members	Clare Ettinghausen (Chair) Dina Halai Yvonne Akinmodun	Director of Strategy and Corporate Affairs Scientific Policy Manager Head of Human Resources
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers		

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## Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.
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## The panel had before it:

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

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## 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 London Women's Clinic (LWC) has held a licence with the HFEA since 1992. The centre provides a full range of fertility services, including embryo testing to self-funded patients. LWC is part of a nationwide group of centres and has several satellite and transport centres.
- 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 1 November 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 0105 has applied to extend their licence by one year; the current licence expires on 28 March 2021.
- 1.7. The panel noted that the centre was last inspected on 18 February 2020, in response to an application made by the Person Responsible (PR) to vary the centre's premises, and there were no areas of non-compliance. The centre's last interim inspection was conducted on 29 January 2019 and recommendations were made in relation to three major areas of non-compliance; the PR has provided evidence that all 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 activity in response to Covid-19 and is compliant with GD0014 Version 2 for resuming treatment services;
  - 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 March 2022, with the existing condition:

'to suspend the centre using donor sperm (this would apply to all clinics across the group) in relation to samples processed prior to the introduction of the electronic witnessing system in May 2010. If sibling stock is required and only available from sperm banked at that time (that is the donor cannot be contacted or declines to re-attend to provide further samples), the centre should document the risk analysis carried out (including verifying witnessing), provide careful counselling to the patient regarding the potential risk prior to obtaining the patient's consent and if the centre considers that these samples can be used safely then they could continue with that patient's treatment using those specific samples.'
- 1.10. The panel noted that centre 0105 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 executive therefore recommends the extension of the centre's ITE import certificate in line with the centre's licence.

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## 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 activity in response to Covid-19 and is compliant with GD0014 Version 2 for resuming treatment services;
- 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 March 2022, with the existing condition:

'to suspend the centre using donor sperm (this would apply to all clinics across the group) in relation to samples processed prior to the introduction of the electronic witnessing system in May 2010. If sibling stock is required and only available from sperm banked at that time (that is the donor cannot be contacted or declines to re-attend to provide further samples), the centre should document the risk analysis carried out (including verifying witnessing), provide careful counselling to the patient regarding the potential risk prior to obtaining the patient's consent and if the centre considers that these samples can be used safely then they could continue with that patient's treatment using those specific samples.'

2.3. The panel endorsed the executive's recommendation to extend 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

6 November 2020