

# Executive Licensing Panel Minutes

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**Centre 0291 (Fertility Unit Barking, Havering and Redbridge Hospitals Trust)**

## Licence Extension Application

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Date:	12 January 2021	
Venue:	HFEA Teleconference Meeting	
Attendees:	Clare Ettinghausen (Chair) Dina Halai Anna Coundley	Director of Strategy and Corporate Affairs Senior Scientific Policy Manager Policy Manager
Executive:	Bernice Ash	Secretary
Observers:	Catherine Burwood Debbie Okutubo	Licensing Manager Governance Manager

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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 the Fertility Unit Barking, Havering and Redbridge Hospitals Trust is located in Romford and has held a licence with the HFEA since 2007. The centre provides partner intrauterine insemination (IUI) treatments only.
- 1.3. The panel noted that, since March 2016, the centre has operated a satellite service to Guy's Hospital (centre 0102) as the primary centre providing all licensed activities including egg collection, embryo culture, storage and treatment services. This service is provided for NHS and self-funding patients wishing to undergo IVF treatment.
- 1.4. 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, after which prevailing circumstances will be reviewed on a case by case basis before a decision is taken with regard to the inspection of the centre taking place.
- 1.5. 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.
- 1.6. 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).
- 1.7. In light of current circumstances regarding inspections, due to Covid-19, centre 0291 has applied to extend their licence by one year; the current licence expires on 31 July 2021.
- 1.8. The panel noted the centre was last inspected on 12 March 2019 and a recommendation was made in relation to one 'other' area of non-compliance. The Person Responsible (PR) has provided evidence that this recommendation has been implemented.
- 1.9. The panel noted that one 'other' area of non-compliance was also identified regarding satellite services; the Executive Licensing Panel (ELP) noted that this would need to be addressed by the PR of the primary centre (centre 0102), so they could work with the Fertility Unit Barking, Havering and Redbridge Hospitals Trust to implement the recommendation.
- 1.10. The panel noted that the PR of the primary centre (centre 0102) has provided evidence that the recommendation, regarding satellite services, has been implemented. An audit of the clinic's satellite service was completed on 2 December 2019; this report noted that the primary centre was satisfied that all licenced activity was conducted correctly, and no non-compliances were identified.
- 1.11. 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 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.

**1.12.** The executive recommends the approval of the application to vary the centre's treatment (insemination using partner sperm) licence, extending the duration to 31 July 2022, without additional conditions.

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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 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 (insemination using partner sperm) licence, extending the duration to 31 July 2022, without additional conditions.

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## **3. Chairs signature**

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

### **Signature**



### **Name**

Clare Ettinghausen

### **Date**

18 January 2021