

Executive Licensing Panel Minutes

Centre 0008 (CARE Fertility Tamworth)

Licence Extension Application

Date:	26 January 2021	
Venue:	HFEA Teleconference Meeting	
Attendees:	Clare Ettinghausen (Chair) Yvonne Akinmodun Kathleen Sarsfield-Watson	Director of Strategy and Corporate Affairs Head of Human Resources Communications Manager
Executive:	Bernice Ash	Secretary
Observers:	Catherine Burwood Sarah Stedman Karen Campbell	Licensing Manager Clinical Inspector (Induction) 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:

- 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 CARE Fertility Tamworth is located in Tamworth and has held a licence with the HFEA since 1992. The centre provides a full range of fertility services.
- 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, 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.
- 1.4.** 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 current circumstances regarding inspections, due to Covid-19, centre 0008 has applied to extend their licence by one year; the current licence expires on 31 July 2021.
- 1.7.** The panel noted that an application to change the Person Responsible (PR) is also for consideration at this meeting; the proposed PR has confirmed that she agrees with this extension of licence application.
- 1.8.** The panel noted the centre was last inspected on 16 December 2019 and recommendations were made in relation to two major areas of non-compliance. The current PR has provided evidence that the recommendation has been implemented.
- 1.9.** 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.
- 1.10.** The executive recommends the approval of the application to vary the centre's treatment and storage licence, extending the duration to 31 July 2022, without additional conditions.
- 1.11.** The panel noted that centre 0008 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 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 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 and storage licence, extending the duration to 31 July 2022, without additional conditions.

2.3. The panel endorsed the executive's recommendation to renew the ITE import certificate, in line with the centre's licence.

3. Chairs signature

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

Signature



Name

Clare Ettinghausen

Date

1 February 2021