

# Executive Licensing Panel Minutes

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## Centre 0287 (Ayrshire Fertility Unit, Crosshouse Hospital)

### Licence Extension Application

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Date: 7 September 2021

Venue: HFEA Teleconference Meeting

Attendees:	Richard Sydee (Chair) Dina Halai Helen Crutcher	Director of Finance and Resources Acting Head of Policy Risk and Business Planning Manager
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Executive:	Bernice Ash	Secretary
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Observers:	Catherine Burwood Annabel Salisbury	Licensing Manager Policy Officer - Induction
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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 Ayrshire Fertility Unit, Crosshouse Hospital has held a treatment (insemination using partner sperm) licence with the HFEA since 2007. The centre provides basic partner treatment services to National Health Service (NHS) patients.
- 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 inspections resumed in November 2020 and had continued until a further national lockdown was implemented by the UK Government on 5 January 2021.
- 1.5.** The panel noted that new inspection methodology has enabled assessment of compliance against the requirements of the Act, Standard Licence Conditions and Code of Practice requirements through desk-based assessment and the use of virtual technology where available and appropriate.
- 1.6.** The panel noted that HFEA licensed premises should be inspected every two years (Schedule 3B paragraph (4)(1)). Whilst the current Covid-19 restrictions do not prohibit an on-site inspection of the clinic's premises, the risks of doing so in some circumstances, outweigh the requirements to fulfil the Authority's legal duties to carry out its regulatory functions. This action has been taken with the agreement of the Authority.
- 1.7.** 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).
- 1.8.** In light of current circumstances regarding inspections, due to Covid-19, centre 0287 has applied to extend their licence by one year; the current licence expires on 31 October 2021.
- 1.9.** The panel noted that the centre was last inspected on 31 July 2019 and recommendations were made in relation to four major and one 'other' areas of non-compliance; the Person Responsible (PR) has provided evidence that all the recommendations had been implemented.
- 1.10.** The panel noted that a desk-based assessment is not required for this application in line with the 'Procedure for risk-based inspection during the COVID- 19 pandemic: Licence Extension, Desk Based Assessment and postponement of inspections'.
- 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;
  - 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 October 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;
  - 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 October 2022, without additional conditions.

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## 3. Chair's signature

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

### Signature



### Name

Richard Sydee

### Date

13 September 2021