

## Authority Paper

Committee:	Authority Meeting
Meeting Date:	11 October 2005
Agenda Item:	2
Paper Number:	Authority Paper HFEA (11/10/05) 270
Paper Title:	Minutes of the meeting held on 14 September 2005
Author:	Committee Secretary
For Information or Decision?	Decision
Resource Implications:	None
Recommendation to the Committee:	The Authority is asked to confirm the minutes as a true and accurate record of the 14 September 2005 meeting.

**HUMAN FERTILISATION & EMBRYOLOGY AUTHORITY  
MINUTES OF THE 144<sup>th</sup> AUTHORITY COMMITTEE MEETING  
(PART 2 – NON-CONFIDENTIAL)**

Held at 21 Bloomsbury Street  
on 14 September 2005

The Authority meeting was quorate with 13 Members attending, 8 lay members and 5 professional members.

**PRESENT**

Suzi Leather (Chair)  
Tom Baldwin  
Neva Haites  
Clare Brown  
Maybeth Jamieson  
Sara Nathan  
Chris Barratt

Helene Hayman  
Jennifer Hunt  
Emily Jackson  
Walter Merricks  
Sam Abdalla  
Ivor Brecker

**IN ATTENDANCE**

Angela McNab  
Peter Mills  
Barry MacDonald  
Tim Whitaker  
Cathryn Harper  
Juliet Tizzard

Fran Clift  
Trish Davies  
David Tellis

**OBSERVERS**

Ted Webb (Department of Health)

Liz Woodeson (Department of Health)

- Item 1. Apologies & Conflicts of Interest** **ACTION**
- 1.0 Apologies were received from Iain Cameron, Bishop Richards, David Barlow, Martin Richards, Simon Jenkins and Sharmila Nebhrajani
- 1.1 No conflicts of interest were declared.
- Item 2. Minutes of the meeting held on 14 September 2005**  
**[HFEA Paper (14/09/05) 262]**
- 2.0 The minutes were approved subject to the following correction;
- 4.2 'Royal College of Obstetricians and Gynaecologists'
- Item 7 - insert sentence at 7.1 to read there was considerable discussion on the detailed elements within this paper.  
Delete 7.1 - 7.9
- Item 8 - delete 7.2 - 7.10 and 8.13
- Item 3. Matters Arising & Previous Actions**  
**[HFEA Paper (14/09/05) 263]**
- 3.0 The Authority noted the Matters Arising.
- Item 4. Chair's Report**  
**[Verbal Report]**
- 4.0 The Writing Group is to be reinstated to look at HFEA data; cumulative information and trends etc. David Barlow will be the chair and the following Members expressed an interest in joining. Sam Abdalla, Maybeth Jamieson, Neva Haites, Chris Barratt. Representatives will also be invited from RCOG and BFS. Other suggestions for membership were requested via e-mail to the Chief Executive within the week.
- 4.1 A Project Initiation Document will be presented to the Authority in November and it is hoped the first meeting will take place by the end of the year.
- Item 5. Chief Executive's Report**  
**[Verbal Report]**
- 5.0 Three new Inspectors have been appointed and the new Head of Inspection joins the organisation shortly.

- 5.1 The Historic Audit Project has passed the 50% mark and continues to work at an intensive pace.
- 5.2 The Healthcare Commission have formally invited HFEA to join its Concordat. The Authority gave their approval to join this.

**Item 6. Regulatory, Finance & HR Report  
[HFEA Paper (20/07/05) 255]**

A. Regulation

- 6.0 Clarification was given with regard to a typographical error. The Alert issued in July was with regard to Petri dishes and the next Alert due to be sent out shortly is with regard to power failures. Close collaboration with the Department of Health on the latest Alert has added considerable value to the programme of work.
- 6.1 The Inspection team is now at full complement and completing an intensive training/induction programme.

B. Finance

- 6.3 The report was noted. One member questioned the pattern of reporting D.I cycles. This was clarified.

C. Human Resources

- 6.4 An agreement has been signed with the Human Tissue Authority for HFEA to provide Human Resources Service.
- 6.5 Members asked if the names of new employees could be included in the report in future. This was agreed.
- 6.6 The degree of turnover was noted. It was agreed that as several projects are coming to an end and that there is organisational change uncertainty staff retention may become an issue. It was suggested that OFC look into staff retention schemes.
- 6.7 It was noted that Authority members are largely unable to access the intranet. This will be looked into urgently. **BM**

**Item 7. Annual Report  
[Paper HFEA (14/09/05) 265]**

- 7.0 The report shows activity up to August 2005 and financial information to March 2005.
- 7.1 Several comments were given including, the need to make reference to the publication of the Welfare of the Child Review, SEED will be published in October not September and further reference should be made to PGD late onset work.
- 7.2 It was requested that quotes be re-checked. **TW**
- 7.3 Further comments to be sent to Kate Swift.
- Item 8. Single Embryo Transfer  
[Paper HFEA (14/09/05) 266]**
- 8.0 The PID and draft terms of reference were approved subject to the following points.
- 8.1 A cryo-biologist and an expert in embryo selection should be invited to join the group as occasional co-opted members.
- 8.2 It was noted membership of the group may not reflect equally the diversity of views. It was suggested that a clinician who is less supportive of single embryo transfer should be invited to join the group as a co-opted member.
- 8.3 With regard to Communications one member reported that a significant misunderstanding has been observed within patient groups over the HFEA's role in NHS funding. It was requested that this issue be addressed by the Communications department. **TW**
- Item 9. Stakeholder Relationship Programme  
[Paper HFEA (14/09/05) 267]**
- 9.0 Approval was given to the contact programme including the recommended activities for the next nine months subject to the following comment.
- 9.1 Consideration should be given to including more communication with Pro-Life groups.
- Item 10. Policy Prioritisation of Work  
[Paper HFEA (14/09/05) 268]**
- 10.0 The proposals were accepted as set out in the report.
- Item 11. Code of Practice – update on Working Group**
- 11.0 A verbal update was given on the progress of the

Code of Practice Working Group process.

**Item 12. AOB**

12.0 An issue with regard to the receipt of press cuttings was raised and Members were informed a new system was being trialled in the next few weeks and their feedback would be welcomed.

It was noted that this was Sara Nathan’s last Authority meeting, she was thanked for her hard work and valuable contribution to the work of the Authority.

**Item 13. Date of the next meeting**

The next Authority meeting will be held on 11<sup>th</sup> October 2005.

I confirm this to be a true and accurate record of the meeting

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**Chair**

Date

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