

HFEA Executive Licensing Panel Meeting

8 April 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 5

CARE Sheffield (0061) - Application for Change of Person Responsible

Members of the Panel:

Peter Thompson, Director of Strategy & Information (Chair)	Committee Administrator: Joanne McAlpine
Juliet Tizzard, Acting Director of Strategy and Information	
Carmel Dodson-Brown, Head of Clinical Governance & Patient Safety	

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item

The following papers were considered by the Committee:

- papers for Licence Committee (11 pages)
- no papers were tabled for this item


The Committee also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings of the Authority's Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- Direction 0008 (where relevant), and any other relevant Directions issued by the Authority;
- Decision Trees for Granting and Renewing Licences and Considering Requests to Vary a Licence
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.
- Indicative applications guidance on the time period for which licences should be granted approved by the Authority on 21 October 2009
- Indicative sanctions guidance approved by the Authority on 18 March 2009
- Licence application and any relevant documentation

1. The Panel considered the papers which included an executive summary, an application to vary the licence to change the Person Responsible, a letter from the proposed Person Responsible confirming his willingness to accept the position, a letter from the outgoing Person Responsible agreeing to the new Person Responsible being appointed as a result of her maternity leave and a CV of the proposed Person Responsible.
2. The Panel noted that the current Person Responsible, Mrs Rachel Smith, is taking maternity leave from 26 April 2010 and has proposed Dr Adel Shaker to take over the role of Person Responsible during her maternity period.
3. The Panel noted that Mr Adel Shaker completed the PR Entry Programme satisfactorily in 2007 but was not issued a certificate number because the HFEA did not issue certificate numbers at that time.
4. The Panel noted that on 16 April 2007 the Licence Committee approved Mr Shaker as a suitable person to take over the role of PR for the duration of Rachel Smith's previous maternity leave.
5. The Panel noted that on 24 March 2010, the executive sent a request for reference letters to the two named references on the application form.
6. The Panel noted that the inspectorate has recommended that given that the current Person Responsible is due to leave very soon that this application is approved subject to the receipt of the reference letters being received within the next 3 months.
7. The Panel noted Dr Shaker's CV and that he is currently a Medical Director at the centre.
8. The Panel noted that they were in receipt of a signed application form and that they had sufficient information on which to make a decision.
9. The Panel noted that there were no issues regarding character, qualifications or experience of the proposed Person Responsible or his ability to carry out his duties under section 17 of the HFE Act 1990 (as amended).
10. The Panel noted the inspectorate's recommendation that they were in support of the application.

The Panel's Decision

11. The Panel agreed that they were satisfied regarding the suitability of the proposed PR, that he was qualified with more than two years practical experience, and therefore agreed to vary the licence to make Dr Adel Shaker the Person Responsible in accordance with section 18A of the HFE Act 1990 (as amended).

Signed..........

Date.....14/4/10.....

Peter Thompson (Chair)