

HFEA Executive Licensing Panel

23 September 2010

21 Bloomsbury Street London WC1B 3HF

Minutes – Item 1

Centre 0196 (Centre for Reproductive Medicine and Fertility, Sheffield) – Application for Variation for Change of Person Responsible

Members of the Panel:

Peter Thompson – (Chair)

Nick Jones – Director of Compliance

Ian Peacock – Analyst Programmer

Committee Secretary:

Joanne McAlpine

Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item, but wanted it placed on record that the current Person Responsible of this centre is also a member of the Authority.

The following papers were considered by the Panel:

- Executive summary
- Application for the change of Person Responsible (PR)
- CV of the proposed PR (Miss Rachel Cutting)
- Letter from the proposed PR willing to accept the position (Miss Rachel Cutting)
- Letter from the current PR giving his resignation (Professor William Ledger)
- References in support of the application

The Panel also had before it:

- HFEA Protocol for the Conduct of Licence Committee Meetings and Hearings
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- HFEA (Licence Committees and Appeals) Regulations 1991 (SI 1991/1889)
- Decision trees for granting and renewing licences and considering requests to vary a licence (including the PGD decision tree)
- Guidance for members of Authority and Committees on the handling of conflicts of interest approved by the Authority on 21 January 2009.

1. The Panel noted that the centre had made an application for change of Person Responsible (PR) which was submitted to the HFEA on 4 August 2010, due to the resignation of the current PR Professor William Ledger from 1 November 2010.
2. The Panel noted that the current PR is resigning because he has accepted a position as the Professor of Obstetrics and Gynaecology at the University of New South Wales.
3. The Panel noted that the current PR has nominated Mrs Rachel Cutting, as the proposed PR to take over this role from 1st November 2010.
4. The Panel noted the letter from the proposed PR Mrs Rachel Cutting, confirming that she is willing to assume the responsibility of the role of the PR.
5. The Panel noted Mrs Cutting's CV, which indicates that she has obtained the academic qualifications in the field of embryology, and has fifteen years of experience in this field.
6. The Panel noted that the proposed PR is registered with the Health Professions Council and has completed the PR Entry Programme, to the satisfaction of the Inspectorate, in accordance with Licence Condition T8.
7. The Panel noted that the required references have been received from Professor Ledger and Dr Stephen Troup, who are both in support of the appointment of Mrs Rachel Cutting to the role of PR.
8. The Panel noted that the Inspectorate are in support of the application, and have recommended that Mrs Rachel Cutting, assume the role as the PR from 1 November 2010.
9. The Panel noted that they were in receipt of the completed application form and all the supporting documentation, in accordance with section 16(2) of the HFE Act (as amended), which sets out the requirements of a PR.

The Panel's Decision

10. The Panel noted that the PR possesses the formal academic qualifications and over two years practical experience in a fertility centre as set out in Section 16(2)(c)(i) of the Act in order to discharge her duties as the Person Responsible as required by Section 17 of the Act.

11. The Panel were satisfied with the evidence that had been provided in support of the application, and agreed to vary the centre's licence to appoint Mrs Rachel Cutting as the PR from the 1 November 2010, in accordance with section 18A of the HFE Act (as amended).

Signed: 
Peter Thompson (Chair)

Date: 7/10/10.

