

**HFEA Executive Licence Panel Meeting  
14 January 2011**

21 Bloomsbury Street London WC1B 3HF

**Minutes – Item 5**

**Centre 0068 (Leicester Fertility Centre) – Variation of Licence Change of Licence Holder (Treatment and Storage)**

Members of the Panel: Peter Thompson, Director of Strategy & Information (Chair) Mark Bennett, Director of Finance & Facilities Helen Richens – Policy Manager	Committee Secretary: Joanne McAlpine
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Declarations of Interest: members of the Panel declared that they had no conflicts of interest in relation to this item.

**The Panel also had before it:**

- HFEA Protocol for the Conduct of Meetings of Executive Licensing Panel
- 8th edition of the HFEA Code of Practice
- Human Fertilisation and Embryology Act 1990 (as amended)
- 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.
- Guidance on periods for which new or renewed licences should be granted
- Standing Orders and Instrument of Delegation
- Indicative Sanctions Guidance
- HFEA Direction 0008 (where relevant), and any other relevant Directions issued by the Authority
- Guide to Licensing
- Compliance and Enforcement Policy
- Policy on Publication of Authority and Committee Papers

## Consideration of Application

1. The Panel noted that the centre has applied to vary its licence to change the Licence Holder (LH).
2. The Panel noted that the current LH, Dr Janine Elson is due to leave to go on maternity leave, and Dr Tarek Gelbaya has been proposed as the new LH.
3. The Panel noted Dr Gelbaya's extensive CV and that he is currently a Consultant Gynaecologist and sub-specialist in reproductive medicine at the University Hospitals of Leicester.
4. The Panel noted that although it is not a requirement for a LH to complete the PR Entry Programme, Dr Gelbaya has completed this as part of his own professional development.
5. The Panel noted that they were in receipt of a completed application form and supporting documentation as required by General Direction 0008, and that this had been reviewed by the Inspectorate and has been found to be satisfactory.
6. The Panel was satisfied that the proposed LH has the appropriate academic professional qualifications and experience to carry out the duties as required by Section 18A of HF&E Act 1990 (as amended)
7. The Panel noted the Inspectorate's recommendation to vary the centre's licence to recognise Dr Tarek Gelbaya as the Licence Holder.

## Decision

8. The Panel endorsed the Inspectorate's recommendation and agreed to vary the centre's licence to recognise Dr Tarek Gelbaya as the Licence Holder, in accordance with Section 18A of the HFE Act (as amended).

Signed:   
Peter Thompson (Chair)

Date: 25/1/11.