Latham House Medical Practice
Patient Reference Group

MINUTES OF MEETING

Meeting	LHMP PRG	Date Time	20th November 2025 10:30hrs

Location
Microsoft Teams Meeting

Present
Jane Horn (JH) (Chair)
Angie Phillips (AP) (LHMP representative)
Mike Kitching (MK)(Secretary)
Pip Alnatt (PA)(Melton Borough Council)
Julia Hawley (JHa)

ITEM	DISCUSSION	ACTION
1.	**Apologies and Welcome** a) Apologies were received from Liz Draper.	
2.	**Council Update – Pip Alnatt** a) The Integrated Care Board (ICB) reorganisation is waiting for the local government reorganisation to be completed. b) The current view of the ICB is that a second surgery in Melton is not viable. **a.** They have agreed to reconsider in 2027. **b.** Our MP and PA are meeting with the chair of the ICB. **c.** Th number of patients at Latham House Medical Practice has fallen and therefore there is not yet the demand for a second surgery. c) Section 106 funding is added to the cost of each house built. **a.** This funding is bid for by Education, Highways and Primary Care. d) It was noted that the practice was meeting demand better, but that others streams (Mental health, Chemists etc) should be taking more patients. a. There needs to be more signposting to these alternative services. e) **Q. Do you know what other services might be coming back to Melton Hospital?** A. Neonatal care is being worked on. f) It was noted that the social prescribing service only works if the patient actually wants help. g) PA offered the practice the opportunity to insert a flyer (2 sides of A5) into the council tax mailing. h) The Police and Crime Commissioner role would be taken over by the Mayor.	
3.	**Practice Update – Angie Phillips** a) **Staff** o **Sharon Booth** – Domestic Cleaner (20 Aug) o **Kirstie Simmons** – Nursing Associate (26 Aug) o **Katie Green** (1 Sept) – Nursing Associate o **Rebecca Hilton** (15 Sept) – Practice Nurse o **Dr Ying Gong** (22 Sept)- Salaried GP o **Chloe Bartram** (29 Sept) - Reception o **Tracey Evatt** (6 Oct) - Reception o **Dr Ahmed Bhola** (27 Oct) – Salaried GP o **Dr Jas Rana** (Dec) – Locum GP o **Dr Ibraz Hussain** (1 Dec) – Salaried GP o **Dr Khaled Elokr** (8 Dec) – Salaried GP	

b) **Practice Performance: October 2025**

Total time lost though DNAs = 188 hours			
Total number of appointments = 979			
Appointment type	Number of appointments	Time Wasted (Hours)	GP Sessions
GP	252	65	16
Clinic Nurse	80	23	
Bloods	115	16	



a) The numbers are higher due to the addition of Flu & Covid appointments though still below 5% (LLR DNA rates average at 7%).

c) **Telephone Stats: September 2025**
   a) Total Calls to **Appointments**: 8485
   b) % Answered – 81%
   c) Total calls to **Prescriptions**: 2838
   d) % Answered – 94%

d) **Practice News**

e) **Winter Vaccines 2025**
   a) We have now completed our COVID-19 vaccinations and flu continues ad hoc as part of routine appointments.
   b) We have delivered
      i. 1500 COVID-19 and Flu vaccinations to all housebound and care home residents.
      ii. 325 vaccinations were given to eligible under 18's and 3237 to those over 18.
      - **All eligible patients wishing to have the vaccinations should visit the NHS vaccination and booking website where local availability will be shared either as a walk in service or bookable apts.**
      - **Patients without online access can call this service for free by calling 119.**
   c) What we have learnt from this campaign:
      - Improved uptake when offering COVID-19 & Flu to eligible patients.
      - Continue to run programme through vaccination events.
      - Improved communications to staff throughout programme.
      - Letter invitations learnings.

f) **Asfordby Practice**

a) We are developing a plan to enable Asfordby surgery to be open five days a week.
b) Planning involves hygiene, staffing, equipment and clinic mapping.
c) We hope to see this come to life early 2026.

g) **Jupes**

a) We are working with our ICB and developers to create a clinical suite in this site.
b) More news to follow in 2026.

h) **Staff Fundraising**

a) **Money raised for Macmillan**
26 September: On the day we counted £292.31 in cash sales, but we have now received confirmation that this is in addition to £100 donated online or via the QR codes, taking our final total raised to **£392.31**

b) **RNLI**
From staff donations we raised **£72** for this charity Linda was passionate about and was donated in her memory

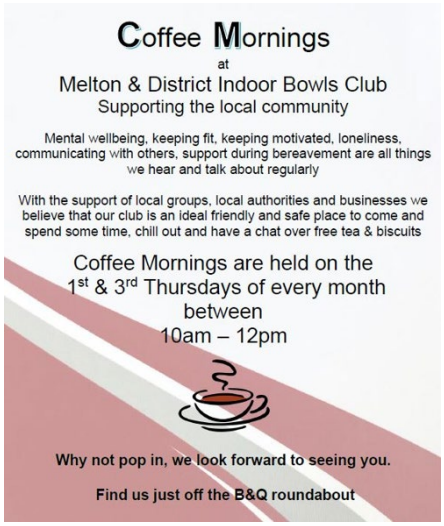
c) **24 October Wear Pink**
Staff donated to wear Pink in support of breast cancer and raised **£83**. All donations were via the just giving page to ensure there is no delay in the charity receiving the funds.

i) **Our next events are**

- Collecting gifts from staff for recipients at The Storehouse to be distributed at community lunches in December.
- Practice Christmas tree at St Mary's Church festival: Tree theme, a celebration for 'those ewe have loved and lost', signposting to bereavement services.
- Christmas Jumper Day Thursday 11th December

j) **Community News**







4.	**Minutes of the Meeting of 18th September 2025** a) The minutes of the meeting were accepted.	
5.	**Matters Arising – Action List** a) 5.c - Matters arising – ICB to talk to members - Get in touch with the ICB and invite them to join a future mtg to discuss / update us on second surgery news, including: a. What will be available to a new site in terms of getting it up and running? b. Why does it take the time it does and when will it be in place? c. Do residents have a choice in the second site location or is this MBC? (Pip makes it sound like location is a council decision?) d. How will LHMP be protected, so we have two fully functioning sites. e. Also, we have questions about Melton Hospital, is this relevant for them or rather what services are they responsible for so we can target pertinent questions appropriately. f. Email sent, but no response - ongoing b) 5.d - Secretary's report – Survey - It was agreed to retry the use of Microsoft Teams for our meetings so that we can have a single meeting – completed. c) 8.b - Chair's Report - The chair suggested that members could forward their top tips for things that make life a little easier - Please forward to MK – ongoing. d) 8.c - Chair's Report - It might be possible to add these top tips to the website – MK to investigate – being worked on. e) 9.b - Secretary's Report - Members have suggested that Phoenix House has an audio/visual suite, which may be usable for hybrid meetings – MK to investigate – ongoing. f) 9.c - Secretary's Report - A member asked if it was possible to add a social media link to the website – being worked on.	**AP** **ALL** **MK** **MK** **MK**
6.	**Items for Any Other Business** a) None.	
7.	**Working Group – Report** a) Successful meeting. b) A list of questions regarding the hospital was formulated and will be refined.	
8.	**Chairs Report** a) The question regarding the covid vaccine letters had been covered earlier.	
9.	**Secretary's Report** a) All points have been covered earlier.	
10	**Any Other Business** *a)* It was suggested that all members create a half page biography for members use only.	**ALL**
11	**Date, Time & Location of Next Meeting** Next PRG meeting, 5th February 2026, 10:30. All meetings are Microsoft Teams meetings now. • 2026 5th March – working group 2nd April 7th May – working group 4th June 2nd July – working group 6th August	

	3rd September – working group 1st October 5th November – working group 3rd December	