

Latham House Medical Practice Patient Reference Group

MINUTES OF MEETING

Meeting	LHMP PRG	Date	7 April 2022
		Time	10:30hrs
Location Zoom Meetings			
Present			
Jane Horn (JH) (Chair)		Peter Roffey (PR)	
Angie Phillips (AP) (LHMP representative)		David Hayton-Hill (DH)	
Mike Kitching (MK) (Secretary)		Tad Stenzel (TS)	
Louise Finn (LF)		Kate Hunter (KH)	

ITEM	DISCUSSION	ACTION
1.	Apologies and Welcome a) Apologies were received from Malise Graham, Aysha Rahman and Sarah Robb (SR). b) DH, Physical Activity Development Officer, Melton Borough Council, introduced himself to the members and gave an overview of his role.	
2.	Minutes of the Meeting of 3rd February 2022 a) The minutes of the last meeting were accepted as a true and accurate record of the meeting.	
3.	Matters Arising – Action List a) 4.c - Chairs Report – Healthwatch visit - It was agreed to invite Healthwatch to one of our meetings, once the report had been received and reviewed – ongoing. b) 4.d - Practice update - Can the hospital be used more? - Although the Hospital comes under Secondary Care and the Practice is Primary Care it was agreed to investigate what services were available at the hospital. AP would email MG to see if information was available at Melton Borough Council – ongoing. c) 9.b - Secretary's report - The social prescriber wishes to speak to the PRG about their services - Add to the next meeting agenda – completed. a. As the result of changes around the Social Prescriber role, it was agreed to wait until the changes had bedded in. d) 10.a.a - Any other business – full committee - AP, JH and MK to have a meeting with a view to presenting a way forward to a future PRG meeting – ongoing. e) 10.a.b - Any other business – full committee - The secretary to send out placeholder meeting invites – completed. f) 10.b.a - Any other business – Coffee mornings - Would members think about locations within the town centre that we could use to run a coffee morning, such as the Market. Ideas welcome – completed. a. The members discussed the type of meeting this should be. b. The consensus was that it should be viewed as a recruitment event for the PRG – see item 3.d action. c. Concern was expressed that it might become an occasion to complain about issues with the practice. d. It was suggested that attendees could complete cards regarding complaints. e. Should the PRG rerun the survey that we used to run annually?	JH AP/MG JH/AP/ MK MK

4.	Items for Any Other Business a) None.	
5.	Chairs Report a) Attended a number of remote meetings. b) These are still mainly concerned with getting people vaccinated. c) However, learning from others is very useful. d) There's still no communication on Community Hubs. a. Ask for more information at the next joint PPG meeting.	JH
6.	Practice Update a) The practice was distributed separately for this meeting only. b) As this the last meeting that KH would attended, the members wished her the best for the future and thanked her for all her past efforts. c) JH said a few words of appreciation: Kate has the gift of being able to bring together two of the most difficult aspects of management – efficiency and people skills. She has steered the good ship Latham House through many troubled waters in her four years in post, which included Melton's huge contribution to the vaccination against Covid programme, whilst keeping the Surgery as welcoming and safe a place as possible, yet maintaining a, usually, much praised service to all patients. She has been a kind, caring, but firm Manager, and a safe pair of hands in these very trying times, keeping a clear eye on important matters, and bringing clarity to the plethora of issues raised. We wish you well, Kate, in your exciting new venture, and hope that it brings you a good work/life balance as your son approaches his teens. We also hope we'll hear from you from time to time – we'll miss you terribly and, in the seafaring terms I started with, "Bon Voyage" into the next exciting phase of your work life.	
7.	Standing Items (if not already covered) a. Postponed.	
8.	Secretary's Report a) The website is progressing (slowly).	
9.	Any Other Business a. None	
10	Date, Time & Location of Next Meeting Next PRG meeting, 9th June 2022, 10:30. ZOOM meetings. Meetings 2022 – Venue to be decided on a meeting by meeting basis 4th August 6th October 1st December	