



**Leicester, Leicestershire
and Rutland**

Primary Care Update

Free Meeting & Admin Space

**NHS Leicester, Leicestershire and Rutland is the operating name of
Leicester, Leicestershire and Rutland Integrated Care Board**

A proud partner in the:



**Leicester, Leicestershire
and Rutland**
Health and Wellbeing Partnership



Maximising Meeting Space for GP Practices & PCNs

- Finding suitable and affordable meeting space can often be a challenge. The Strategic Estates Team has been working hard within NHS Property Services (NHS PS) and Community Health Partnerships (CHP) buildings to free up underutilised areas, including administrative spaces and meeting rooms.
- The ICB is fully supporting the free use of void administrative areas and meeting spaces for both GP practices and PCNs. This agreement extends until March 2026, providing opportunity to reduce costs on external venue hire and boost team collaboration.
- These areas range from small meeting rooms suitable for focused discussions to larger spaces that accommodate broader team meetings or even training sessions.
- Accessing this free space is straightforward. Firstly, assess your meeting space requirements: How many people will need to be accommodated? What equipment (e.g., projector, whiteboard) is required? Then, contact the NHS Strategic Estates Team, who can advise you on the spaces available in your area and arrange a viewing, once a suitable space has been identified, bookings can be confirmed with the estates team. **To make you aware room availability is ever changing and the list is not exhaustive.**
- To find out more, and to begin exploring the potential for free meeting space in your area, contact the Strategic Estates Team, llricb-llr.strategyandplanningteam@nhs.net. We encourage you to reach out and see how this can benefit your practice and PCN.

Available Meeting Rooms at CHP

NHS
Leicester, Leicestershire
and Rutland

Available Meeting Rooms

The ICB is offering a scheme to Primary Care Networks (PCNs) and GP surgeries to utilise meeting rooms free of charge.

This scheme has been extended to run until March 2026
The rooms are available Monday to Friday at (please note this is subject to availability)

Belgrave Health Centre
50 Brandon Street
Leicester
LE4 6AW



Merlyn Vaz Health Centre
1 Spinney Hill Road
Leicester
LE5 3GH



St Peters Health Centre
Sparkenhoe Street
Leicester
LE2 0TA



Westcotes Health Centre
Fosse Road South
Leicester
LE3 0LP



Building	Room	Capacity
Belgrave Health Centre	Health Promotion (FF-17)	10
	Office (FF-15)	2
	Office (FF-11)	2
	Meeting Room (SF-11)	8
	Seminar Room (SF-05)	8
	Seminar Room (SF-06)	8
	Office (SF-13)	2
	Office (SF-04)	2
Merlyn Vaz Health Centre	Health Promotion (HP-GF-02)	17
	Seminar Room 1 (NC/SF/03)	8
	Seminar Room 2 (NC/SF/04)	16
	Seminar Room 3 (E/SF/04)	18
	Seminar Room 4 (E/SF/05)	18
	Seminar Room 5 (E/SF/02)	29
	Seminar Room 6 (E/SF/03)	27
	Office (S/SF/01)	2
	Office (O/FF/05)	2
	Seminar Room 1 (NC/GF/07)	22
St Peters Health Centre	Seminar Room 2 (NC/GF/08)	22
	Group Room (PF-GF-10)	19
	Office (CN/FF/1)	20
	Office (CN/FF/2)	15
	Office (PALS/FF/01)	15
	Seminar Room (S-FF-6)	25

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Westcotes Health Centre	Meeting Room (SW-TF-3)	8
	Seminar Room (SW-TF-2)	26
	Health Promotion (GF-3)	14
	Interview (GF-22)	2
	Interview (GF-23)	2
	Office (FF-66)	2
	Seminar (SF-11)	15
	Seminar (SF-12)	15

Booking Process
To book a space, please identify a space and send a request to the Strategic Estates Team, llr-icb-strategyandplanningteam@nhs.net

Opening Hours / Availability
The sites are bookable Monday – Friday, between the hours of 8:00 am to 6:00 pm

Reception / On arrival
On arrival, please sign in at reception and you will be directed to the space you have booked.

Parking
There is limited parking at each of the sites, with a first come first served system in place.

Refreshments
There is a staff kitchen at each of the sites where you can access hot water. You must bring your own tea, coffee, sugar, milk and cups/ mugs. There will be no catering or refreshments provided at any site.

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Available Meeting Rooms at NHS PS


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Hinckley Health Centre
29 Hill Street
Hinckley
LE10 1DS



Pasley Road Health Centre
Pasley Road
Leicester
LE2 9BU



Melbourne Community Health Centre
Melbourne Road
Leicester
LE2 0GU



Building	Room	Capacity
Hinckley Health Centre	Crows Nest Meeting Room	10
	Meeting Room (00/036)	20
Pasley Road Health Centre	Office (Open Space) (00/016)	2
	Office (Open Space) (00/015)	2
Melbourne Community Health Centre	Meeting Room (00/037)	10
	Meeting Room (00/033)	8

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