

**Leeds Palliative Care Network  
Group Meeting**

**Actions of the meeting held on Wed 6<sup>th</sup> July 2022 via Zoom**

<b>Attendees</b>	<b>Init</b>	<b>Role</b>	<b>Org.</b>
Adam Hurlow	AH	Consultant in Palliative Medicine and Chair	LTHT
Diane Boyne	Diane B	Leeds Palliative Care Network Manager and Chair	LPCN
Tom Daniels	TD	Macmillan Leeds Cancer Programme Manager/Senior Commissioner	Leeds Health and Care Partnership
Heather McClelland	HMc	LPCN Clinical Executive Team Member	SGH
Lesley Charman	LC	LPCN Clinical Executive Team Member	LTHT
Jane Robinson		Manager	Leeds Bereavement Forum
Leigh Taylor	LT	LPCN Clinical Practice Educator	LPCN
Sarah McDermott	SMc	Clinical Service Manager (Palliative Care and Community Cancer Support Services)	LCHT
Sian Cartwright	SC	Head of Health and Development	Carers Leeds
Jenny Baines	JB	Senior Pathway Integration Manager (End of Life and Frailty)	Leeds Health and Care Partnership
Natalie Sanderson	NS	Head of Clinical Services	SRWFH
Laura Speight	LS	Head of IPU	SGH
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
<b>Apologies</b>			
Emily Curran		LPCN Clinical Executive Team Member	SRWFH
Trish Stockton	TS	LPCN Education Lead	SGH
Gill Pottinger	GP	LPCN EoLC Lead for Primary Care	Primary Care /CCG
Gill Warner	GW	LPCN Clinical Executive Team Member	LCH
Mike Stockton	MS	Chief Medical Officer and Consultant in Palliative Medicine	SGH
Clare Russell	CR	Head of Transformation	SGH
Chris Bonsell	CB	LPCN Medicines Management Lead	Kirkstall Road Medical Centre
David Richardson-McDermott	DRW	Service Manager/SACP	VILLA CARE
Elizabeth Rees		Lead Nurse End of Life Care	LTHT
Suzanne Kite	SK	Lead Clinician Palliative Care	LTHT

No.	Action	Lead(s) for action
<b>1. Welcome and Apologies</b>		
Adam welcomed everyone to the meeting especially Jenny Baines who will be taking over from Tom Daniels at the NHS West Yorkshire ICB as the Integration Manager.		
<b>2. Approval of Previous Action Log and Matters arising</b>		
The Action Log of the Meeting held on 18 <sup>th</sup> May 2022 was agreed as a correct record.		
<p><b>Matters Arising</b></p> <p>Prev Action 206 – The final version of the Leeds Adult SPC Access criteria was circulated with the notes of the last meeting.</p> <p>Prev Action 207 – Jane Robinson from Leeds Bereavement Forum is presenting today.</p>		
<b>3. Chair's Update</b>		
<p>WY ICS Update – The Palliative and EOLC Group is now formally part of the Long Term Conditions and Personalised Care Programme workstream within the ICS. A Programme Manager, Charlotte Goulding has been allocated and it is expected she will take over as Chair of the Group.</p> <p>The Personalised Care Programme had a listening event which Adam, Gill Pottinger and several Leeds colleagues attended.</p> <p>A draft paper has just been published outlining the ICB responsibility for Palliative Care with a core remit for commissioning EOL care. When it is in its final form it will be shared with the Group.</p>		
<b>4. Network Manager's Update</b>		
<p><b>Annual Report</b> – The Annual Report was published and is on the LPCN website. It can be accessed using the link below.</p> <p><a href="https://leedspalliativecare.org.uk/wp-content/uploads/2022/06/LPCN-Annual-Report-2021-22.pdf">https://leedspalliativecare.org.uk/wp-content/uploads/2022/06/LPCN-Annual-Report-2021-22.pdf</a></p>		
<b>5. Leeds Bereavement Forum</b>		
<p>Jane Robinson gave an interesting presentation about the work of Leeds Bereavement forum (slides attached)</p> <ul style="list-style-type: none"> <li>• The Forum signposts individuals to the most appropriate bereavement service either locally or nationally and has a directory of services on its website.</li> <li>• It also provides training, information, events and conferences to people who work in the area of bereavement to support their professional development.</li> <li>• Where gaps in provision are found the Forum campaigns to address them, currently these exists in bereavement support for sudden death, men and BAME/diverse communities.</li> <li>• The Forum also works in partnership with Dying Matters and holds Death cafes which are an international movement dedicated to encouraging discussion about death and dying in a relaxed environment.</li> </ul> <p>Funding permitting the Forum hopes to raise awareness of its services by distributing its signposting cards and leaflets throughout Leeds to GP practices; funeral directors; Leeds Libraries; Neighbourhood Network Schemes and local resource centres.</p> <p>The Leeds Bereavement Forum website is available through the link below.</p> <p><a href="http://lbforum.org.uk">http://lbforum.org.uk</a></p> <p>The Members discussed the links between bereavement and mental health issues and noted that the referrals were becoming more complex.</p> <p>There is still a need for clarity about where bereavement services sit in the new structure of the ICB in Leeds. Discussions are ongoing.</p>		

Sarah asked If Jane could come and speak with some of her teams in LCH to raise awareness – **Action 208**

## 6. Planning Ahead Report (EoL) Q3

Adam shared some slides giving an overview of the latest information from the Planning Ahead Report (EoL) Q3 and other LTHT data (slides attached)

Key points are:

- We are possibly seeing a plateau in % with EPaCCS (but other areas have seen a fall)
- The number of patients with a ReSPECT form rising in community: LTHT No's have fallen from C19 high, but are generally above 2019 baseline
- Achievement of Preferred Place of Death (PPD) remains high
- Citywide place of death: hospital remains single highest site normalising post C19. Growth in death at home vs. of care home has been maintained.

The group noted that the number of patients arriving at the hospital without a ReSPECT form remains an issue, particularly from care homes and Villa Care community beds.

Work is also needed to increase the interoperability of systems so that the most recent ReSPECT form is widely available electronically.

The continued increased complexity of cases being seen in the community was also noted.

The full report is on the LPCN website and can be accessed through this link:

[https://leedspalliativecare.org.uk/wp-content/uploads/2022/05/2021-22\\_Q3-Leeds-Planning-Ahead-Report-EoL-V1-Final.pdf](https://leedspalliativecare.org.uk/wp-content/uploads/2022/05/2021-22_Q3-Leeds-Planning-Ahead-Report-EoL-V1-Final.pdf)

## 7. EOLC Population Board

Tom updated the Group that he is now moving into his new role and this will be his last Group meeting

Good progress is being made on the outcomes and 4 have been agreed

People approaching the end of life are recognised and supported in a timely way.

People approaching the end of life live and die well according to what matters to them.

All people approaching end of life receive the high quality, well-coordinated care at the right place, at the right place with the right people.

People approaching end of life and their Carers are able to talk about death with those close to them and in their communities. They feel their loved ones are well supported during and after their care.

The EOLC Board did not want bereavement services to fall through the gaps until further clarity is received and have included them in the outcomes.

Each of the outcomes has measures to show the outcome is being achieved. Many of these are similar to those in the Planning Ahead report but other measures including patient reported outcomes are being considered.

The outcomes will be used to devise priorities and a work programme.

Adam formally thanked Tom for his hard work and contribution to the work of the LPCN and the Group wished him well in his new role.

The Group welcomed Jenny and look forward to working with her.

## 8. Risk Register/Systems Issue Log

**Risk Register** – There were no changes to the LPCN Risk Register.

**Systems Issue 1** – Continuing challenges with capacity was flagged at the recent ICS listening event.

**Systems Issue 2** – A new Shared Record Board has been established. Adam and Gill Pottinger have met with the Programme Manager to highlight ongoing issues.

**Systems Issue 5** – Metrics/ data reporting is still not happening in a timely way. Adam has escalated this to the EOLC Board.

**Systems Issue 6.** This remains a national issue. It has been reported that Boots may discontinue supplying drugs in blister packs.

<b>Finance report</b>		
<p>Q1 Finance report is not yet available. Several bids have been approved by the LPCN Exec Team and will appear on future reports these include:</p> <ul style="list-style-type: none"> <li>• Promotional materials for the LPCN SUPPORT campaign</li> <li>• Training in ECHO for the LPCN Clinical Educator and Administrator.</li> <li>• Funded time to support the scoping of a single point of access</li> <li>• Funded time to support Phase 2 of the Leeds Dying Well in the Community Project- Integration in Seacroft.</li> </ul>		
<b>10. Programme Update</b>		
<p>The Programme has now been amended with two extra columns showing 'Next Steps' and 'Risks'</p> <p><b>8. Respiratory /Breathlessness Pathway</b> – The LPCN have recently taken over administration of the Group and a meeting is planned for 20<sup>th</sup> July.</p> <p><b>25. Evidence into Practice Group</b> - Chris Bonsell the new Medicines Management lead will be setting up this new group once he has met with key colleagues across the system.</p>		
<b>13. Updates from the Members</b>		
<p><b>LTHT</b> – Several Quality Improvement activities are happening.</p> <ul style="list-style-type: none"> <li>• Funding has been approved for resources for the SUPPORT campaign which will launch soon</li> <li>• The NACEL audit has just taken place and will report soon</li> <li>• Two national audits have been completed, one comparing how ethnicity is recorded in the patient's notes against how they self-identify and a CCare audit which was a spot audit looking at how care was provided on a particular day.</li> <li>• The vacant consultant post has been recruited into.</li> <li>• We are also involved in the MABEL breathlessness audit.</li> <li>• The Team have also had their busiest ever month for referrals.</li> </ul> <p><b>Sue Ryder Wheatfields</b> – The Hospice is still in the process of recruiting a director.</p> <p><b>Carers Leeds</b> – We are currently out to advert to recruit 2 full time patient flow carer support workers to support people with care needs who will be self-funding. They will hopefully be in post by September and will work across 7 days. We also have a second hospital based worker.</p> <p><b>LPCN Education Workstream</b> – A workshop was held for the education strategy for care homes. There was quite a good turnout. Leigh asked the members to suggest anyone else who would be a valuable contribution to the education strategy for Care home group – Diane suggested David Richardson-McDermott and Michelle Atkinson - <b>Action 209</b></p> <p><b>St Gemma's</b> – The AUPC model has been revisited since the retirement of Mike Bennet. Lucy Zeigler will become the Professor of the unit with additional 2 Associate Professors internally. They have also recruited a third Associate Professor who is a GP in Sheffield. This will be a great opportunity to expand the research portfolio of the unit.</p> <p><b>LCH</b> – within LCH Palliative Care Team the focus has been on the Care Home Team looking at the training offer and outcomes.</p>		
<b>14. Actions Agreed</b>		
208	Sarah and Jane will discuss Jane coming to speak to LCH staff to raise awareness of the Leeds Bereavement Forum	SMc/JR
209	Members will let Leigh know the names of anyone who would be a useful contributor to the LPCN Education Strategy for Care Homes Group	All
<b>14. Next Meeting</b>		
<p>The members discussed meeting face to face, whilst this was valued it was agreed to continue to work virtually for the present. The next meeting is planned for Wednesday 21<sup>st</sup> September 10:00-11:30 via Zoom</p>		