

Leeds Palliative Care Network Group Meeting

Actions of the meeting held on Wed 21st September 2022 via Zoom

Attendees	Init	Role	Org.
Adam Hurlow	AH	Consultant in Palliative Medicine and Chair	LTHT
Diane Boyne	Diane B	Leeds Palliative Care Network Manager and Chair	LPCN
Heather McClelland	HMc	LPCN Clinical Executive Team Member	SGH
Emily Curran	EC	LPCN Clinical Executive Team Member	SRWFH
Jenny Baines	JB	Senior Pathway Integration Manager (End of Life and Frailty)	Leeds Health and Care Partnership
Jane Robinson	JR	Manager	Leeds Bereavement Forum
Sian Cartwright	SC	Head of Health and Development	Carers Leeds
Jo Joy-Jones	JJJ	Planning Ahead Co-ordinator	LS25/LS26 PCN
Elizabeth Rees	ER	Lead Nurse end of Life Care	LTHT
Clare Russell	CR	Head of Transformation	SGH
Michelle Atkinson	MA	Chief Officer	Leeds Care Association
Bhajneek Grewal	BG	ST6 Registrar	SGH
Kitty Jackson	KJ	ST6 Registrar	SRWFH
Lynne Russon	LR	Consultant in Palliative Medicine	SRWFH
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
Apologies			
Trish Stockton	TS	LPCN Education Lead	SGH
Gill Pottinger	GP	LPCN EoLC Lead for Primary Care	Primary Care /CCG
Chris Bonsell	CB	LPCN Lead for Medicines Management	Kirkstall Road Medical Centre
Lesley Charman	LC	LPCN Clinical Executive Team Member	LTHT
Sarah McDermott	SMc	Clinical Service Manager (Palliative Care and Community Cancer Support Services)	LCHT
Leigh Taylor	LT	LPCN Clinical Practice Educator	LPCN
Maira Cookson	MC	Advanced Pharmacist Palliative Medicine	SGH/SRWFH
Laura Speight	LS	Head of IPU	SGH
Mike Stockton	MS	Chief Medical Officer and Consultant in Palliative Medicine	SGH
Suzanne Kite	SK	Lead Clinician Palliative Care	LTHT

No.	Action	Lead(s) for action
1. Welcome and Apologies		
Adam welcomed everyone to the meeting. Apologies were given as shown above.		
2. Approval of Previous Action Log and Matters arising		
The Action Log of the Meeting held on 6 th July 2022 was agreed as a correct record		
Matters Arising		
208	Sarah and Jane will discuss Jane coming to speak to LCH staff to raise awareness of the Leeds Bereavement Forum – carried forward Action 210	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 – <i>This was completed – the survey is starting this week.</i>	All

<h3>3. Chair's Update</h3> <p>There has been ongoing progress in the projects despite the holidays.</p> <ul style="list-style-type: none"> • The Leeds Dying Well in the Community Project is working with Seacroft PCN. Talks are beginning about another site on the other side of the city. The Single Point of Contact scoping is also progressing and will produce a report and options appraisal shortly. • The Timely Recognition Tool project is also progressing. This will help to identify to Practices people who might benefit from an ACP conversation.
<h3>4. Network Manager's Update</h3> <ul style="list-style-type: none"> • The West Yorkshire EoLC Group now feeds into the Person Centred Care Board for West Yorkshire. Jenny Baines attends this. • There may be more health inequalities money available for bids from the Strategic Clinical Network. More information will be circulated when it is received. – Action 211
<h3>5. LPCN Bereaved Carers' Survey Report</h3> <p>Diane gave a presentation giving an overview of the latest report from the Citywide Bereaved Carers' Survey. (slides attached)</p> <p>The report covered:</p> <ul style="list-style-type: none"> • People's experiences of end-of-life care for their relative or friend in a hospital, hospice and community (including GP surgeries, Leeds Community Healthcare and private care agencies and care homes) • Over a period of three months, October to December 2021. <p>Responses were lower than in previous years</p> <ul style="list-style-type: none"> • A total of 115 people provided feedback across all the settings • This represents about 6% of the total number of deaths registered during this time • Factors = Covid19 and electronic process • (However) Increase in community and BAME responses <p>The report will be presented to the EOLC Population Board on 13th October. An action plan will be agreed from the report recommendations The report and the Action plan will be published on the LPCN Website The report is in the LPCN documents section of the website and can be accessed using the link below. https://leedspalliativecare.org.uk/wp-content/uploads/2022/09/Leeds-Bereaved-Carers-Survey-Report-2021-2-Final.pdf</p> <p>The members discussed the report. Diane will check with Healthwatch to what extent their offer of help to complete the survey was taken up – Action 212 Diane agreed to pass the report to the LPCN Equality, Diversity and Inclusion Group to discuss the feedback about cultural/religious support. – Action 213 Diane will send the report and the slides relevant to Care Homes to Richard Graham to circulate to all Care home providers– Action 214 Diane will send a copy of the report to Jenny Baines – Action 215</p>
<h3>6. EOLC Population Board</h3> <p>Jenny gave presentation giving an overview of the structure and role of the Population Boards within the ICB (slides attached)</p> <p>The Board might be involved making decisions such as:</p> <ul style="list-style-type: none"> •Where to allocate additional funding (LTP, ICS, transformation etc.) •Whether to disinvest from services that could be delivered in better ways •Which contracts can or should move toward outcomes-based risk sharing agreements •Which city-wide interventions should be a priority •Which target outcomes for their population are delivered through which sub-groups •Which metrics might be allowed to suffer a short-term decline for a long-term improvement <p>The EOLC Population Board is chaired by Gill Pottinger. Adam has a non-voting seat at the Board as chair of the LPCN The Board is supported by a Matrix Team within the Leeds Office of the ICB that Diane also attends.</p>

To date most of the work of the Board has been in developing outcome statements and working through the underpinning logic model to determine relevant performance measures.

4 Statements have been agreed.

The board will look at the LPCN Programme and provide comment and challenge.

There are still some questions for the Board to consider including:

What workforce is in the scope of the Board?

How the population is confidently identified. (we know from GP records that on average 6- 7K people die per year, the current identified population is approx. 3k)

All the Boards need to consider how the Boards will interact. Individuals may have a prominent need but sit across Boards.

How will the money be split?

How will 3rd sector independent providers be represented?

7. West Yorkshire PEOLC Group

Adam gave an overview of the EOLC Group within the West Yorkshire ICS. This group has been in existence for some time but has now been brought into the Person Centred Care Board workstream under Charlotte Goulding. The Group has drawn together an EOL programme plan (slide attached).

This has been developed independently from the work in Leeds but we have contributed.

There are still questions to work through about the level of integration between the ICB EOLC Board and the Person Centred Care Board and how the structures align.

The workforce workstream has also now expanded to cover the SCN patch across the North and Humber. It is important that work already undertaken is fed in and not lost.

From the finance point of view the bulk of the funding to support provider delivery is at place level. There is a small amount of money to support clinical leads with ICS level project work.

8. Risk Register/Systems Issue Log

Risk Register - The risks around capacity in the education workstream and links with the structure of the ICS have been removed following the appointment of the LPCN Clinical Educator and the LPCN links to the ICB EOLC Board and the ICS Person Centred Care Board.

Systems Issue 1 - Capacity – It was noted that most systems are already at Opel3/3E and the coming winter will be extremely challenging. This is the current situation and not purely driven by Covid. Diane agreed to update the Issue – **Action 216**

Systems Issue 2 – Interoperability – There are some trials going on between Harrogate Trust and Wetherby Community Nursing Services to exchange information in the Yorkshire & Humber Care Record.

Heather will ask Mike Stockton if he has an update - **Action 217**

The importance of interoperability has been escalated to the EOLC Board.

Systems Issue 3 – Syringe Drivers – The care home drivers have been delivered to Medical Physics. LCH and LTHT have each purchased 130. The manufacturers have offered some additional capacity to check the drivers prior to deployment and the details for this are currently being negotiated with possible support from the LPCN. The beneficial impact of having Diane to coordinate the process was noted by the group.

Systems Issue 5 – EPaCCS Reports - A timetable has been agreed for 2022-23 and Q4 2021-22 Planning Ahead Report has been produced.

Finance Report

Diane reported the LPCN is still in a reasonable financial position. The underspend is now being committed however, at a significant rate. We are waiting for final costings from LTHT for some banners to promote advance care planning. We have also received a business case to undertake an audit of ReSPECT in conjunction with the University of Leeds and AUPC. This has been approved in principle and we are waiting final costings.

We are hopeful of receiving an additional 70K from the NHSE/I National Team towards supporting the Leeds Dying Well in the Community Project, particularly the SPOC scoping.

Members were reminded about the available funding to support Leadership Training for people from diverse communities.

10. Programme Update

Member's attention was drawn to the Programme overview which details the activities of the LPCN.

11. Updates from the Members		
<p>Sue Ryder Wheatfields – Wheatfields remains without a Service Director. Planning Ahead Coordinator – Jo has begun working with a care home in the LS25/26 PCN Carers Leeds – On Monday 2 new patient flow carer support workers are starting based in the Transfer of care hub in LTHT. They will be primarily helping self-funders to move from community care beds to their preferred place of care. LTHT– Covid is still affecting the hospital with 70 patients currently in the hospital with Covid. Leeds Bereavement Forum – we have obtained funding to produce leaflets which will be circulated in October</p>		
12. AOB		
<ul style="list-style-type: none"> • The members discussed the EOL Doulas - it was agreed to invite them to attend a future meeting – Action 218 • Heather agreed to ensure any information about the upcoming Hospice week would be circulated to the group - Action 219 		
13. Actions Agreed		
210	Carried forward - Sarah and Jane will discuss Jane coming to speak to LCH staff to raise awareness of the Leeds Bereavement Forum.	SMc/JR
211	Diane will circulate further details of the funding application opportunity from the Strategic Clinical Network to address health inequalities, when the template is available.	DB
212	Diane will check with Healthwatch to what extent their offer of help to complete the survey was taken up	DB
213	Diane agreed to pass the report to the LPCN Equality, Diversity and Inclusion Group to discuss the feedback about cultural/religious support.	DB
214	Diane will send the report and the slides relevant to Care Homes and Care in the Home to Richard Graham to circulate to all Care homes and Home Care services.	DB
215	Diane will forward a copy of the Bereaved Carers' Survey report to Jenny Baines	DB
216	Diane will update Systems Issue 1 to reflect that the current situation is already severe and this is not purely down to Covid.	DB
217	Heather will ask Mike Stockton if there is an update on the Y&H Care Record project in Wetherby.	HMc
218	To invite the EOL Doulas to present at a future Group meeting.	DB/JB
219	Heather will ensure any information about activities planned for Hospice Week are circulated to the Group	HMc
14. Next Meeting		
The next meeting is planned for Wednesday 30 th November 10:00-11:30 via Zoom		