

**Leeds Palliative Care Network
Group Meeting**

Actions of the meeting held on Wed 27th January 2021 via Zoom

Attendees	Init	Role	Org.
Adam Hurlow	AH	Consultant in Palliative Medicine and Chair	LTHT
Sarah McDermott	SMc	LPCN Clinical Executive Team Member	LCHT
Elaine Hill	EH	Director	SRWFH
Valerie Shaw	VS	Head of Day Services	SGH
Elizabeth Rees	ER	Lead Nurse End of Life Care	LTHT
David Richardson-Whiteley	DRW	Service Manager/SACP	VILLA CARE
Lynne Russon	LR	Consultant & Honorary Senior Lecturer In Palliative Medicine	SRWFH
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
Guests			
Angela Gregson	AG	Clinical Development Lead, Virtual Ward (Frailty)	LCHT
Apologies			
Mike Stockton	MS	Chief Medical Officer and Consultant in Palliative Medicine	SGH
Clare Russell	CR	Head of Transformation	SGH
Dave Green	DG	Head of PTS Service & Standards	YAS
Suzanne Kite	SK	Lead Clinician Palliative Care	LTHT
Debbie Borrill	DBo	Palliative Care Discharge Facilitator	LTHT
Jim Barwick	JBa	Leeds GP Confederation	GP conf
Andrea Dobson	AD	Head of Continuing Care	LCC
Gill Pottinger	GP	LPCN EoLC Lead for Primary Care	Primary Care /CCG
Nicola Walmsley	NW	Clinical Supervisor ABL	YAS
Alex Irvine	AI	Practice Development Nurse	LYPFT
Trish Stockton	TS	LPCN Education Lead	SGH
Heather McClelland	HMc	LPCN Clinical Executive Team Member	SGH
Tom Daniels	TD	Senior Commissioner	CCG
Lesley Charman	LC	LPCN Clinical Executive Team Member	LTHT
Sue Waddington	SW	LPCN Clinical Executive Team Member	SRWFH
Diane Boyne	Diane B	Leeds Palliative Care Network Manager	LPCN
Nicky Hibbert	NH	Senior Nurse Practitioner	SGH

No.	Action	Lead(s) for action
1. Welcome and Apologies		
<p>Adam welcomed everyone to the meeting. Apologies were received as shown above. Due to the high number of apologies and the unavailability of one speaker it was agreed to postpone the presentations to a later meeting where they could be enjoyed by a wider audience. Adam thanked Angela Gregson for attending and looked forward to seeing her presentation soon.</p>		

177	Amanda/Diane to rearrange the presentations for a later meeting	AS/Diane B
2. Approval of Previous Action Log and Matters arising		
<p>The Action Log of the Meeting held on 25th November was agreed as a correct record.</p> <p>Matters arising</p> <p>Prev action 172 – Lynne Russon has kindly agreed to be a representative on the WY ICS urgent care sub-group</p> <p>Prev action 173 - Additional contacts have been obtained from medical physics and these have already proved useful in finding out information about syringe drivers.</p> <p>Prev action 174 – Gill Warner and Leslie have not yet had chance to look at the fast track data to understand uptake from LTHT – carry forward action</p> <p>Prev action 175 – Diane is in contact with LL Links but a further date for them to attend an LPCN Exec Team Meeting is yet to be arranged – carry forward action</p> <p>Prev action 176 – Sarah arranged for Angela Gregson to give a presentation about the virtual ward.</p>		
178	Gill Warner to look at the data available on the source of fast track referrals and liaise with Lesley to understand the uptake from LTHT	GW/LC
179	Diane to arrange a further meeting with LL Links and the LPCN Executive	DianeB
3. Chair's Update		
<p>West Yorkshire ICS</p> <p>The Palliative and EoLC Group is about to be formally recognised the Executive Group of the ICS as part of its structure.</p> <p>The Group has a number of workstreams including digital, workforce, urgent care, medicines and metrics. We now have representation on all of them. Adam is attending the Palliative and EOLC Group on behalf of the LPCN. The agenda and minutes are being circulated more widely to the network through the LPCN office.</p> <p>Strategy</p> <p>Tom Daniels and Adam presented the strategy to the NHS Leeds CCG Executive Management Team on 20th January. It was generally positively received, the focus on diversity and equality was commended. The Team suggested more could be added with regard to the metrics already collected by the LPCN and this may be added as an appendix. The Strategy Advisory Group is meeting tomorrow (28th). The strategy will then go forward for publication.</p>		
4. Risk Register and Issues Log		
<p>Risk 2 – Capacity in Education Workforce</p> <p>Trish Stockton has worked up a proposal for how the CCG funding might be spent. This was discussed by the LPCN Exec Team and the option to recruit a band 7 with band 4 administrative support was preferred. Trish will now create a job specification and begin the recruitment process.</p> <p>Systems Issue 4 - Patient Information Systems</p> <p>We are engaging with WY&H's digital solution. Leeds may be a pilot site.</p> <p>Systems Issue 5 - New Syringe drivers</p> <p>LTHT have released some 2nd edition drivers to LCH.</p> <p>Leeds has responded to BD following their offer to replace pumps following concerns with the lead screw and ongoing battery issues.</p> <p>System Issue 7 – EPaCCs Reports Metrics returns</p> <p>The reports are being received more or less to time. The Informatics and Metrics Group has revised the data sharing agreement so that information can enable a better understanding of diversity and equality issues can be gathered.</p>		
5. Finance Report		
The latest Finance report is due shortly and will be circulated when available.		

Members are still able to place an internal bid for funding from any underspend.		
180	Amanda to circulate the latest LPCN Finance report when available	AS
7. Programme Update		
Community Flows Improvement		
<p>The Community Flows Improvement Group met on 26th January, there were updates from Leeds Beckett and Healthwatch on the Whole Systems Approach project. The first drafts of the reports are almost ready. Healthwatch have heard some very powerful personal stories. In general the concerns raised reflected the issues also raised by the frontline staff in the workshops.</p>		
Dementia & EoLC		
<p>The final version of the bid for an Admiral Nurse Service has been signed off by the Dementia & EoLC Group and is now ready for the next stage towards being submitted to the CCG.</p>		
8. Member's Updates		
Sue Ryder Wheatfields		
<p>Currently 10 - staff are off work with Covid but the cases are not linked. The hospice is open to admissions.</p>		
LCH		
<p>The Neighbourhood Teams are currently under great pressure. There has not been the same peak as in the first wave but there is steady pressure.</p> <p>The Planning Ahead Template has launched on 25th January and the launch went smoothly. Training videos will be available for GPs and community staff.</p> <p>Further training for DNACPR signatories is in development.</p> <p>A new document has been added to the LPCN website in the support for carers and families section. It is a useful checklist of people to consider contacting when someone has died.</p> <p>http://leedspalliativecare.org.uk/wp-content/uploads/2021/01/LCH-Death-Notification-Form-for-the-Bereaved.pdf</p>		
SGH		
<p>There has been an outbreak of Covid on the IPU. Quite a few staff and patients have tested positive. All staff on site are being tested over the next 2 days with PCR tests.</p> <p>The hospice is not closed but admissions are on a case by case basis.</p> <p>Demand in the community has been very high and the Team were at capacity on Monday. Mostly the demand is symptom management and there is also significant carer strain.</p> <p>There has been an increase in calls for advice from paramedics which has enabled them to keep some patients out of hospital.</p>		
LTHT		
<p>The number of Covid patients in the hospital has stayed more or less the same. There is some pressure due to a requirement to take some patients from other hospitals in the South.</p> <p>The vaccination programme is continuing with high numbers of staff involved.</p>		
Villa Care		
<p>We are working to support where we can across the city. Another ward has been opened and the domiciliary team has been increased.</p> <p>Staff have been excellent and risen to the occasion.</p>		
12. Future Meetings		
<p>The next meeting will be held on Wednesday 24th March 2:00 - 3:30pm</p> <p>Meetings are currently being held via Zoom and joining details are circulated shortly before the meeting.</p>		