

**Leeds Palliative Care Network
Group Meeting**

Actions of the meeting held on Wed 19th January 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	LPCN
Valerie Shaw	VS	Head of Community Services	SGH
Sarah McDermott	SMc		LCHT
Emily Curran		LPCN Clinical Executive Team Member	SRWFH
David Richardson-Whiteley	DRW	Service Manager/SACP	VILLA CARE
Jo Joy- Jones	JJJ	Planning Ahead Co-ordinator	LS25/26 PCN
Sian Cartwright	SC	Head of Health and Development	Carers Leeds
Chris Kane	CK	Consultant in Palliative Medicine	SRWFH
Suzanne Kite	SK	Lead Clinician Palliative Care	LTHT
Clare Russell	CR	Head of Transformation	SGH
Mike Stockton	MS	Chief Medical Officer and Consultant in Palliative Medicine	SGH
Ruth Gordon	RG	LPCN Project Lead, Community Flow Improvement	Ruth Gordon Associates
Lynn Russon	LR	Consultant & Honorary Senior Lecturer In Palliative Medicine	SRWFH
Sian Cartwright	SC	Head of Health and Development	Carers Leeds
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
Guests			
Ben Slack	BS	Founder & Creative Director	Swan Song Project
Alice Pullinger		Registrar	LTHT
Apologies			
Trish Stockton	TS	LPCN Education Lead	SGH
Heather McClelland	HMc	LPCN Clinical Executive Team Member	SGH
Gill Warner	GW	LPCN Clinical Executive Team Member	LCH
Gill Pottinger	GP	LPCN EoLC Lead for Primary Care	Primary Care /CCG
Moira Cookson	MC	LPCN Medicines Management Lead	SRWFH/SGH
Elizabeth Rees	ER	Lead Nurse End of Life Care	LTHT
Rachel Brighton	RB	Advanced Health Improvement Specialist (Older People)	LCC
Kirsty Jones	KJ	Interim Head of Adult Services	LCHT
Laura Speight	LS	Interim Head of IPU	SGH
Julie Marshall-Pallister	JMP	Community Services Lead	SRWFH
Lesley Charman	LC	LPCN Clinical Executive Team Member	LTHT
Tom Daniels	TD	Macmillan Leeds Cancer Programme Manager/Senior Commissioner	CCG
Melody Goldthorp	MG	Clinical Service Manager	CCG

No.	Action	Lead(s) for action
1. Welcome and Apologies		
Adam welcomed everyone to the meeting. Apologies were received as shown above.		
2. Approval of Previous Action Log and Matters arising		
The Action Log of the Meeting held on 17 th November 2021 was agreed as a correct record.		
<p>Matters Arising Prev action 194/5/6/7 – discussions are ongoing with Clancy Walker, the Team Leeds storyteller, about making a video about the LPCN. Prev action 198 – Adam has shared a copy of the response sent to the all-party parliamentary group with Diane</p>		
3. Chair's Update		
<p>PEOLC Population Board – The transfer from the CCG to the ICP has now been delayed until July. Within the new structures there is an EOL population segment which will have its own Board meeting every 6 weeks. This will take forward oversight of the strategy. Each board is supported by a matrix team which provides data analysis, comms, finance management etc. Diane has been invited to attend the matrix meetings for the EOL segment.</p> <p>West Yorkshire ICS - the P&EOLC Group is close to finding a formal place within the structures of the ICS. Suzanne will be stepping down as clinical lead from March. Please contact Suzanne Kite if you would like more information about becoming the clinical lead for the group. – action 199</p> <p>EPaCCs Report – The Q2 EPaCCs report has not yet been received, the Q1 report is available on the LPCN website https://leedspalliativecare.org.uk/wp-content/uploads/2021/11/2021-22_Q1-EPaCCS-Report_Leeds-CCG-Final.pdf</p>		
4. Network Manager's Update		
<p>Diverse Leadership Sponsorship Form – The information and application form to apply for this funding will be circulated shortly. The scheme is to support Leadership Training for representatives of diverse communities who can then in due course, take up leadership roles in the work of the LPCN.</p> <p>Easy to Read Advance Care Plan – The Dementia group have been working to support the development of this document, once the governance has been clarified and it has been signed off it will be circulated widely and put on the LPCN website.</p>		
5. Swan song Project		
<p>Ben Slack gave an interesting presentation about the work of the Swan Song project which gives people facing the end of their lives and people dealing with, or anticipating bereavement, support to write and record their own song. (slides attached)</p> <p>The benefits of the project include:</p> <ul style="list-style-type: none"> • Celebrating lives • Making Memories • Leaving legacies • Providing a space to reflect on life and relationships • Providing comfort for years to come • Giving listeners a better understanding of these difficult times <p>Ben asked the Group to promote the project to any service users who may be interested. He can be contacted on Ben@swansongproject.co.uk . Flyers and posters are also available. – action 200</p>		
6. Leeds Dying Well in the Community Update		
<p>Ruth Gordon gave an update on the work of the Leeds Dying Well in the Community project. The draft proposed actions paper was sent with the meeting papers (attached)</p> <p>Phase 1 is now complete and 5 key areas have emerged:</p>		

- **Updating the service offer** – ensuring that there is one clear service offer with staff working in an integrated way with the right skills, knowledge and confidence to support people dying in their own homes (including care homes). Though there will be a core offer this will be personalised to meet the needs of the person who is dying and also their family and carers. This will include support for carers and families in the lead up to death and when they are bereaved. This will also link to the support offered to professionals (of all types including domiciliary staff) to ensure that they have up to date and relevant knowledge. This will also ensure that all professionals are able to recognise the early stage of end of life and feel confident to hold the conversation about the wishes from the patient and their families and carers about care at the end of life (recognising that this may change over time as symptoms change).
- The need for a **Citywide Single Point of Access for Palliative and End of Life care** to support people who are dying and their families and carers but also as a hub for information for professionals.
- Agreeing a clear process for **recording one up to date ACP** that is updated and kept as a single version – with the patient and family and carers holding the updated version so it is available to all professionals
- A clear need to reflect the increase in the number of people being cared for at the end of their life in the Community. This can only be achieved by maximising efficiency and **increasing resources available to support death in the community.**
- Ways to **improve timely prescribing** both in terms of identifying that anticipatory end of life medicines need to be made available to the patient and also in the process for ensuring that prescriptions are written and filled in a rapid manner.

To prepare for phase 2 a workshop is planned with core team members on 15th February to:

1. Develop a detailed action plan
 - Informed by systems map to identify aligned actions
 - Use stakeholder map to identify relevant stakeholders
2. Develop a theory of change based on the action plan and an accompanying monitoring framework
3. Determine the structure of ongoing stakeholder engagement

A dedicated page for the project has also been set up on the LPCN website.

<https://leedspalliativecare.org.uk/professionals/resources/leeds-dying-well-in-the-community-project-resources/>

7. LPCN Medicines Lead

Diane informed the Group that Moira Cookson is demitting from her role as Medicines Management Lead for the LPCN in March. A request for Expressions of Interest in undertaking the role has been circulated. The deadline has also been extended to the end of January.

8. Winter Planning Group

The Winter Planning group continues to meet fortnightly and the continued collaborative approach is highly valued.

Recent actions have included:

- Working with Age UK to secure 400 hours from their Help at Home scheme to support families.
- Securing capacity from EOL Doulas UK through an Aging Well Board bid to support people at EOL. Some referrals have already been received.
- St Gemma's have approached the Marie Curie Hospice in Bradford which is currently closed to admissions and a number of staff have been seconded to St Gemma's temporarily, to assist them in opening more beds.
- A Virtual Ward Model is being piloted in Wheatfield's and is being considered by St. Gemma's

9. Risk Register Systems Issues Log

System Issue 5 – Syringe Drivers All new syringe drivers out and in use, the new model is called Bodyguard T. A replacement programme being looked at by providers. The group is meeting again on 27th January.

System Issue 7 –EPaCCS Reports - We continue to chase these, Q2 has not yet been received.

<p>System Issue 9 – Accessing Drugs from community pharmacies – The Winter Planning Group is undertaking some work to log the issues and escalate this to West Yorkshire.</p> <p>Risk 1 – Education capacity – the Clinical Educator role has been appointed and the person will hopefully commence in post in March.</p>
<p>10. Finance report</p> <p>The Q3 Finance is not yet ready and will be circulated when it is available.- action 201 Members are still encouraged to make an internal bid for funding if they have a suitable project.</p>
<p>10. Programme Update</p> <p>Audit of ReSPECT data -the data sharing agreement is now in place and the data has been transferred and the data can now be analysed.</p> <p>Bereaved Carers’ Survey – the survey will close on 31st January. The Group will then review the process and may run the survey again sooner than next year. Returns have been lower than in previous years.</p> <p>Dementia & EoLC– The bid for Admiral Nurses against the Ageing Well Board underspend money was unfortunately unsuccessful.</p> <p>Transfer of Care Hospital to Hospice – Service pressures meant the planned meeting was cancelled but is being rearranged</p> <p>Education – The Planning Ahead Training continues to be delivered. The administrator is now in post and the Educator will be in post soon. This will enable some of the projects currently on hold to move forward.</p> <p>Care Home Education - A group has been created to look at education in care homes with partners across the city. A plan will be developed to look at what education is needed and who is best placed to deliver it.</p> <p>Guidelines Review - There is a need to review the opioid conversion guide this year.</p> <p>Dying Matters – Work is underway collaboratively across the city to look at advance care planning. There is also a plan to create a memorial garden.</p> <p>EoL Metrics – A group has looked at revising what is shown in the EPaCCS report following the additional information obtained through the new data sharing agreement. There may be a streamlined quarterly report and a more in detail annual report.</p> <p>Evidence into Practice Group – Hopefully this can be taken forward when a new Medicines Lead is in place.</p> <p>Equality Diversity and Inclusion Group –The new group is meeting again on 1st February.</p>
<p>12. Updates from Services</p> <p>Carers Leeds - An advert has gone out for a second carer support worker to work in LTHT</p> <p>LTHT – there are still a number of Covid wards within the Trust. The Nightingale hub is now in place but has no patients yet as some old wards have been repurposed within the Trust. The SPC Team continues to visit ED regularly.</p> <p>LCH – The Neighbourhood Teams remain at Opel 3E, twice daily capacity huddles are taking place. The 50% increase in patients dying at home has continued. Adverts have been put out for 2 palliative care leads and an additional care home facilitator. Over 40 patients are ready for Fast Track funding reviews.</p> <p>St Gemma’s Hospice – IPU Bradford Marie Curies seconded staff are beginning their induction. Heather is working with LTHT and LCH to ensure the beds are used most effectively.</p> <p>Valerie’s post has been recruited into. Valerie is leaving on 18th March.</p> <p>Referrals from LCH have dropped in January.</p> <p>Villa Care – David has been attending the daily pressures meeting to support with transfers from LTHT. Villa Care have kept their red and amber wards. They have been able to take some reablement patients prior to discharge and admit 10-15 patients a day helping overall flow.</p> <p>Leeds Carers Association – over 80 care homes currently have outbreaks. Some are due to reopen at the end of the week. Michelle offered to share the list of care homes currently with availability. – action 202 Work is underway with the HCA developing a portability framework and linking with the talent pipeline to assist with recruitment in the care system. National and local recruitment campaigns are starting in the next few weeks.</p>
<p>13. AOB</p> <p>There was no further business.</p>

13. Actions Agreed		
199	Members to contact Suzanne Kite if they would like more information about becoming clinical lead for the WY ICS from March	ALL
200	Members are asked to promote awareness of the Swan Song project amongst their teams and to contact Ben Slack if they would like posters/flyers or any further information. Ben@swansongproject.co.uk	ALL
201	The Q3 finance report will be circulated when it is available.	DB/AS
202	Michelle will forward the list of care homes with availability to Diane.	MA
14. Next Meeting		
The next meeting is planned for Wednesday 30 th March 10:30 - 12:00 via Zoom		