

Leeds Palliative Care Network Group Meeting

Actions of the meeting held on Wed 19th July 2023 via Zoom

Attendees	Init	Role	Org.
Adam Hurlow	AH	Consultant in Palliative Medicine and Chair	LTHT
Diane Boyne	DianeB	Leeds Palliative Care Network Manager	LPCN
Emily Curran	EC	LPCN Clinical Executive Team Member	SRWFH
Natalie Sanderson	NS	Head of Clinical Services	SRWFH
Suzanne Kite	SK	Consultant in Palliative Medicine	LTHT
Jenny Baines	JB	Senior Pathway Integration Manager (End of Life and Frailty)	Leeds Health and Care Partnership
Clare Russell		Director of Information & Culture	SGH
Anna Schuberth	ASch	Registrar	LTHT
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
Apologies			
Trish Stockton	TS	LPCN Education Lead	SGH
Heather McClelland	HMc	LPCN Clinical Executive Team Member	SGH
Sarah McDermott	SMc	LPCN Clinical Exec Team Member)	LCH
Leigh Taylor	LT	LPCN Clinical Practice Educator	LPCN
Lesley Charman	LC	LPCN Clinical Executive Team Member	LTHT
Gill Pottinger	GP	LPCN EoLC Lead for Primary Care	Primary Care / Leeds Health and Care Partnership
Chris Bonsell	CB	LPCN Lead for Medicines Management	LPCN
Michelle Atkinson	MA	Chief Officer	Leeds Care Association
Joan Nelson	JN	Palliative Care Clinical Quality Lead	LCH
Jane Robinson	JR	Manager	Leeds Bereavement Forum
Sian Cartwright	SC	Head of Health and Development	Carers Leeds
Elizabeth Rees	ER	Lead Nurse End of Life Care	LTHT
Mandy Gash	MG	Palliative Care Clinical Quality Lead	LCH
Laura Speight	LS	Head of IPU	SGH
Jo Neiland	JN	Head of Community Services	SGH

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 23 rd March was agreed as a correct record.		
Matters Arising – see below		
224	Members will contact Amanda if they have anyone they would like to invite to the LPCN Celebration Event. <i>This action was completed.</i>	ALL

225	The Leeds Bereavement Forum contract will be added to the Systems Issue Log – <i>This action was completed.</i>	DB
226	Adam will write to Jenny Barnes to highlight concerns about the process to consider the Leeds Bereavement Forum contract – <i>This action was completed.</i>	AH
227	Sarah Mitchell will be invited to attend a future meeting of the LPCN group. – <i>Sarah and Lucy Zeigler have been invited to the September Group meeting.</i>	DB/AS

3. Chair's Update

Adam thanked everyone who attended the Celebration event and especially Diane and Amanda for organising it.

4. Network Manager's Update

- The refreshed website has now launched. It can be found through the link below.
- [Home | Leeds Palliative Care Network](#)
- Trish Stockton has demitted as LPCN Education Lead. The Education Group will discuss the role at its meeting in September and see if there is anyone who might undertake the post. Members were asked to consider if they are aware of anyone who might be interested. – **Action 228**
The Group formally expressed its thanks to Trish for all her hard work in the role of LPCN Education Lead.
- Interviews are about to take place for the LPCN Administrator post.

5. Annual Report

The annual report has now been published. Copies have been sent to the signatories of the Memorandum of Understanding for each key member organisation. The report can be found on the LPCN Website.
[LPCN Annual Report 2022-23](#)

6. Post it Wall

At the end of the Celebration event attendees were asked to complete Post-its answering the question 'where should the focus for the next 12 months be?'

The collated responses were circulated with the group papers. The members reviewed the list.

EDI came out as the most prominent response with Education and the use of data also being highlighted.

The group noted that the responses did not seem to be out of line with what the thinking of the LPCN Exec Team was about the areas of focus in the coming year, which was reassuring.

7. EOL Population Board

The priorities of the board have been agreed and these have been incorporated into the Terms of Reference. – The board priorities are shown below.

EOL Board Priorities

- Enhance initiatives and capacity to raise community awareness and address barriers to care and support including linkage and analysis of routinely collected data, alongside targeted inquiry, to inform strategic action.
- Enhance earlier identification and recognition of people approaching the end of their life in Leeds, utilising digital needs identification, to enable timely and effective support to patients, families, carers and communities.
- Improve the uptake and quality of digital Advanced Care Plans (Planning Ahead), including the interoperability of digital ACPs across providers, to facilitate high quality coordinated care.
- Continue to improve pathways and integration for end of life care across and within all providers with particular focus on out of hospital provision and effective use of acute hospital services.
- Maintain and enhance 24/7 access to care, support, advice and guidance across all settings in Leeds.
- Maintain the coordinated education and training provision for end of life care professionals in Leeds targeting areas of identified need.
- To identify and support delivery of the financial efficiency savings as required as the Leeds Health and Care Partnership for the End of Life cohort.

Questions about the role of the Board were raised during the discussion on the ToR. Jenny has escalated this so the ToR have not yet been signed off. The priorities will become a standing item at the Matrix Team meetings.

Leeds Bereavement Forum

The Dying Matters Partnership has expressed concern over the risk to the LBF as they have had their own comms team reduced and are now relying heavily on partners for support.

Jenny has met with Jane and Helen Laird. LBF currently have their contract continued until March 2024. The ICB are aware of the issues and discussions are continuing.

Cruse – Bradford also have a contract with Cruse so we are looking at linking with them and providing something across both areas. Their contract is also in place until March 2024.

Medicines Optimisation – Moira is meeting with the ICB meds team and a further meeting will be arranged later in August.

8. Finance report

The Q1 report is attached with the notes - Available post meeting.

9. Risk Register/ Systems Issue Log

Risk 1 – Trish demitting and Amanda retiring have been added into this risk.

System Issue 2 - Interoperability – There have been no new updates on the trial of data between Harrogate hospital and Wetherby. There has been no update on whether the PEGA solution is going forward.

System Issue 3 – Syringe Drivers – All the drivers have been distributed. All providers have their own education plans in place. Partners will be responsible for their own replacement plan. The group has been paused. The only issue is to ensure that partners maintain consistency and do not buy products that cannot be used by staff citywide. The Issue will be removed from the Systems Issue Log – **Action 229**

System Issue 5 - Lack of Palliative Care Drugs – Local Care Direct are undertaking an audit of their calls concerning access to drugs as these have increased considerably. Wheatfields also reported difficulty accessing medications.

System Issue 7 – Mental Health Therapy Post – No sustainable funding source has been identified yet. The current post holder is moving on. Mike Stockton is in discussions with LYPFT.

10 Programme Overview

LTHT Respect Audit – the data is being analysed. It is hoped that the results can also be worked up for publication.

Improving use of Planning Ahead/Respect/EPaCCS – Sarah is also on the national ReSPECT group. The community ReSPECT group have stopped meeting and a closure report is being written.

Citywide ReSPECT audit – discussions about how to get feedback from patients are underway.

EDI Group – discussions continue about the leadership of the Group, the next meeting is 2nd August.

Timely Recognition Tool - The Emis searches have been run. The SystemOne searches have been refined and are now being run in practices. Ethics approval to analyse the results has been given.

Bereaved Carers' Survey – The report is due in September. The Group are planning to meet with some national specialists on patient feedback to explore other ways of delivering the survey to increase the response rate.

Heart Failure Guidelines – These are out for comment with the Evidence into Practice Group.

Respiratory Group – The group is looking at describing the current offer and pathways.

Evidence into Practice Group – The group is meeting on 25th July. The Bleeding and Seizure guidelines are currently with SMOM for approval.

Transfer of Care – Some of the data on people transferring directly to hospice from ED can now be captured. The hospices will also capture some data manually.

Dying Well in Leeds – A Review meeting was held on 13th July – There was a lot of discussion around access to medicines. There were some good ideas for progressing the work in Seacroft. The Morley work is going more slowly due to new people in key roles in the LCP.

SPOC – Diane and Ruth Gordon are meeting with Gaynor Connor to understand what is happening with Urgent Community Response and PCAL+. Sarah will map and monitor the amount of unplanned activity that is going through the hubs.

Access to drugs – The West Yorkshire Group have recommended using 'find a pharmacist' although in practice it is not that useful. They have advised as a last resort the hospital can be approached but Wheatfields have approached LTHT on two occasions but they were unable to supply drugs. It is important to capture when this is happening.

Diane will re-circulate the form and email address to report issues with access to medicines – **Action 230**

11. West Yorkshire ICS		
<p>The main issue is the funding is very restricted. There was a presentation from the Regional Hospice Collaborative. The HNA work is still ongoing. The Healthwatch work deadline has been extended to enable them to get wide representation.</p>		
11. Updates from the Members		
<p>SRWFH – Ellie Kane is leaving at end of August. LTHT – Strikes continue to have an impact. Work is underway to find someone to cover the MND clinic when Ellie leaves. A locum is being sought for 6 months to a year.</p>		
12. Actions Agreed		
228	Members were asked to consider if they knew of anyone who would be interested in taking up the role of LPCN Education Lead	All
229	System Issue 3 – syringe Drivers will be closed and removed from the Systems Issue Log	DB
230	Diane will re -circulate the form and information on how to report issues with access to medicines	DB
13. Next Meeting		
The next meeting is planned for Wednesday 20 th September 10:00-11:30 via Zoom		