

**Leeds Palliative Care Network
Group Meeting**

Actions of the meeting held on Wed 10th July at St Gemma's Hospice

Attendees	Int	Role	Org.
Diane Boyne	DBo	Leeds Palliative Care Network Manager (Chair)	LPCN
Moira Cookson	MC	LPCN Medicines Management Lead	SGH/SRWFH
Adam Hurlow	AH	LPCN Clinical Executive Team Member	LTHT
Suzanne Kite	SK	Palliative Care Consultant	LTHT
Tom Daniels	TD	Senior Commissioner	CCG
Hannah Zacharias	HZ	Consultant in Palliative Medicine	SGH
Elizabeth Rees	ER	Lead EoLC Nurse	LTHT
Julie Marshall-Pallister	JMP	Community Clinical Nurse Specialist	SRWFH
Sam Austin	SA	Palliative Care Clinical Lead	LCHT
Leila Gaunt	LG	Student Nurse	LYPFT
Paula Daniels	PD	Continuing Healthcare	CCG
Helen Gunner	HG	Leeds Community Healthcare Trust	LCH
Diane Fawcett	DF	Leeds Community Healthcare Trust	LCH
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
Guests			
Vicky Womack	VW	Head of Locality Development (Primary Care)	GP Confederation
Suzie Gillon	SG	Consultant in Palliative Medicine	LTHT
Chris Kane	CK	Consultant in Palliative Medicine	SRWFH
Apologies			
Mike Stockton	MS	Director/Consultant and Chair	SGH/LPCN
Trish Stockton	TS	LPCN Education & Research Lead	SGH
Sarah McDermott	SMc	LPCN Clinical Executive Team Member	LCHT
Sue Waddington	SW	LPCN Clinical Executive Team Member	SRWFH
Gill Pottinger	GP	LPCN Primary Care Lead	CCG
Clare Russell	CR	Head of Transformation	SGH
Debbie Borrill	DBor	Palliative Care Discharge Facilitator	LTHT
Lynne Russon	LR	Consultant in Palliative Medicine	SRWFH
Michelle Evans	ME	Senior Nurse Health Facilitation Team	LYPFT
Nicola Walmsley	NW	Clinical Supervisor ABL	YAS
Kerry Jackson	KJ	Chief Executive	SGH

No.	Action	Lead(s) for action
1. Welcome and Apologies		
	Diane welcomed everyone to the meeting. Apologies were noted as above.	
2. Approval of Previous Action Log and Matters arising		
	The action log of the meeting held on Wednesday 22 nd May was agreed as a correct record. Previous actions LPCN Project process (141) Diane will circulate the bid template and process after the meeting; a copy of the template being used in York (142) has not yet been received but will be circulated as soon as it is. A short survey has been developed and will be signed off at the Exec Team meeting on 17 th July and will be circulated to the wider network for completion through the summer.	

Other actions have been completed or are covered in the agenda items.

3. Risk Register/Issues Log

Risk Register

An additional risk has been added which refers more specifically to the lack of capacity in the Education & Research Workstream. An internal bid has been made to the LPCN to fund capacity to look at the communications skills strategy.

Systems Issues Log

Palliative Care Ambulance - remains on the list until it is purchased. This will hopefully be before winter.

Out of Hours Handover Forms – uptake of the portal has been low, the CCG are monitoring the impact and continue to raise as a risk within the CCG. The current solution is an interim measure but will remain on the Issues Log until the new system is in place.

ReSPECT – there have still been a few issues with the need for a signature which TD is working to resolve. Community leadership has passed to the LCH EPR team.

Medication shortages – mitigation seems to be working, situation is more labour intensive for teams.

Interoperability of systems – similar situation within the diabetes services has raised the profile of this issue. Nigel Hodgson has been appointed to look at solutions and develop an options appraisal.

4. Finance Report

The finance report has not been finalised. There is no expectation of any particular issues. It will be circulated once it has been received and discussed by the Exec Team.

5. Palliative Care Ambulance

The LPCN has now agreed to oversee governance of the Palliative Care Ambulance. David Green, Head of PTS Service and Standards at YAS has agreed to chair the group. Debbie Borrill will be the deputy. A SOP is being developed and this will be added in a schedule to the PTS contract. This will be shared with the group when ready.

YAS have provided a report on the activity of the ambulance and highlighted the following key points.

- The demand for the service from both Leeds hospices continues to grow.
- The age for children has been changed to ensure the report captures journeys for patients under 18.
- The amount of aborted journeys remains low.
- The logistics team have been given further training and support when entering bookings on the system.

Further themes or trends should begin to emerge from the new format of the report.

YAS are also recording any special request journeys.

143	TD to contact Kaysha Maynard for an update on the Palliative Care Ambulance Replacement.	TD
144	DBo to send a copy of the Ambulance report to TD.	DBo

6. Strategy Development

A useful and well attended workshop was held on 12th June. A follow-up meeting is planned for 17th July to further develop the outcomes. Rebecca Barwick has agreed to assist in pulling together the strategic directions document.

As part of the outcome to better understand the needs of the population there is a proposal to undertake clinical audit to look at the approx. 2000 who die without accessing specialist palliative care services in LTHT.

The refreshed Health Needs Assessment will also feed into this work.

The Strategy Advisory Group plans to meet again in September.

8. Optum Update

Optum have now finished their work in Leeds. Their results have been limited by what data was recorded and accessible. A positive result however has been the raising of the profile of the need for good data and the steps made to include palliative care data in the Leeds data set. The Informatics Board have also recognised the importance of access to data and the information governance surrounding it. The final Webex with Optum is on 18th July.

9. Communications/ Website

A bi-monthly newsletter has been developed and circulated; this will be sent out alternate months to the LPCN Group.

The website group have met and proposed some changes to the public section of the website to make it more user friendly. This has included renaming the public pages as 'Helping you' and including short explanations of some of the links. The minutes of the LPCN Group and the annual report will also be added to the website in due course.

10. Regional Update

The funding for clinical leadership of the Yorkshire & Harrogate Regional Group will end in September. It is hoped that further funding can be found at a West Yorkshire and Harrogate ICS level, as it is a useful footprint.

Health Education England have been working up a WY &H bid to develop the CNS group with ACP and communication skills training.

The West Yorkshire Cancer Alliance held an event on 9th July looking at supporting patients living with a cancer diagnosis. Several members of the LPCN Group attended the workshop. There was a recognition that many of the issues and proposals discussed had a broader scope than cancer and applied to all the palliative care and end of life services.

7. Programme Update

Provision of Syringe Drivers - These have been successfully ordered and the distribution process agreed. However, there is a delay at the manufacturer's end.

Bereaved Carers Survey The report for the 18/19 survey will be ready for distribution by the end of July and will include an action plan. The report will be circulated and put on the website.

Transfer of Care – the group met on 4th June and agreed future priorities would be:

Hospital : Hospice

- Optimise use of Hospice EOLC Beds
- Monitoring implemented changes and TOC data.
- Scoping Trusted Assessor Models
- Silver Command responses

Hospital : Community

- Develop understanding of flow into and out of community within the city; including Fast Track

A workshop is being planned to better understand the issues and current service provision.

Dementia at EoL – A workshop is planned for 22nd July to share and understand the range of resources used for advanced care planning in the city.

Anticipatory Medicines – a group met on 27th June to look at the initial results of the medication audit. It was agreed to undertake a further 3 month audit in LCH which would be expanded to include looking at the LCH stocktake of drugs in the home that were unused.

The anticipatory syringe driver guidance was discussed at the meeting and a small group will review this. It was felt this should no longer be termed 'anticipatory' and will become syringe driver range guidance which will be added to the LCH end of Life Care guidance.

Single Point of Access - the citywide meeting postponed earlier in the year has been set for July 16th.

8. GP Confederation Showcase

Vicky Womack from the GP confederation gave a very interesting presentation about the development of Primary Care Networks in the city. The Networks are part of the new GP contract and encourage GPs to work together at scale, (30 to 50,000 population) The Networks will eventually have a range of new workforce roles including social prescribers, pharmacists, physiotherapists, paramedics and physician associates. There are currently 19 PCNs in Leeds although this may change.

The presentation slides are attached.

9. COPD MDT Showcase

Chris Kane and Suzie Gillon gave a presentation on the Integrated Respiratory COPD MDT. (to follow)

Lynne Russon posed a question via email about the impact of complex and anxious COPD patients being admitted into hospice beds.

– Patients are identified by SPCT as appropriate for ongoing care and treatment like any other patient. Specialist Palliative Care consultants attend the MDT. Patients would not be referred if anxiety was predominant. Further data analysis is required.

145	Chris and Suzie to develop an outline of the preferred service model. This could then go to a meeting with the partners affected to discuss further. LPCN will facilitate the meeting.	SG/CK LPCN Office
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10. Members Updates

The National Audit of Care at the End of Life (NACEL) 2019 report has just been published. LHTT offered to give a presentation on the results at the November event.

11. AOB

There was no other business.

Future Meetings

Future meetings have been finalised as below:

Wed 25th September 2019	9:30-12:00
Celebration Event	
Wed 27th November 2019	9:30-16:00
Wed 22nd January 2020	9:30-12:00
Wed 25th March 2020	14:00- 16:30

All the meetings are currently booked in the Lecture Theatre, St Gemma's Hospice except 27th November