

**Leeds Palliative Care Network
Group Meeting**

Actions of the meeting held on Wed 25th September at St Gemma's Hospice

Attendees	Int	Role	Org.
Mike Stockton	MS	Director/Consultant and Chair	SGH/LPCN
Diane Boyne	Diane	Leeds Palliative Care Network Manager	LPCN
Trish Stockton	TS	LPCN Education & Research Lead	SGH
Sarah McDermott	SMc	LPCN Clinical Executive Team Member	LCHT
Moira Cookson	MC	LPCN Medicines Management Lead	SGH/SRWFH
Adam Hurlow	AH	LPCN Clinical Executive Team Member	LTHT
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
Suzanne Kite	SK	Palliative Care Consultant	LTHT
Elizabeth Rees	ER	Lead EoLC Nurse	LTHT
Tom Daniels	TD	Senior Commissioner	CCG
Sam Austin	SA	Palliative Care Clinical Lead	LCHT
David Richardson-Whiteley	DRW	Service Manager/SACP	VILLA CARE
Valerie Shaw	VS	Head of Comms and Day Services	SGH
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			
Bhajneek Grewal	BG	ST4 Palliative Medicine	LTHT
Apologies			
Sue Waddington	SW	LPCN Clinical Executive Team Member	SRWFH
Gill Pottinger	GP	LPCN Primary Care Lead	Primary Care
Julie Marshall-Pallister	JMP	Community Clinical Nurse Specialist	SRWFH
Hannah Zacharias	HZ	Consultant in Palliative Medicine	SGH
Nicola Walmsley	NW	Clinical Supervisor ABL	YAS
Kerry Jackson	KJ	Chief Executive	SGH

No.	Action	Lead(s) for action
1. Welcome and Apologies		
	Mike welcomed everyone to the meeting; apologies were recorded as shown above.	
2. Approval of Previous Action Log and Matters arising		
	The minutes of the meeting held on 17 th July 2019 were accepted as a correct record. Matters arising – 143/4 The Palliative Care Ambulance is on the meeting Agenda 145 – CoPD model – a meeting is being arranged for late Oct/Nov to discuss the preferred model.	

3. Chair's Update

Mike shared with the Group his intention to step down as chair of the Leeds Palliative Care Network in April 2020. The process to appoint a new Chair will begin in October. It is a commitment of the network to maintain an organisational balance of its member organisations and share responsibilities. As St Gemma's has chaired the new chair would not be from St Gemma's.

4. Risk Register/Issues Log

Risk register

Capacity in the education workstream – the group noted that it was important to remain active in mitigating this risk rather than just monitor. Training commitments are being maintained but there is no scope for development. The group recognised a need to look in more detail at what is the reality of the limited capacity. The Health & Care Academy have also acknowledged there is currently no map of the workforce in Leeds.

A bid has been made to the CCG for additional capacity for the system in the form of an educational lead role. An internal bid has been made to the LPCN for additional capacity to support the communication skills project.

Issues Log

Palliative Care Ambulance – Members of the Palliative Care Ambulance Group were informed at their meeting on 16th September that a final decision has been made to purchase a new ambulance rather than lease. This could mean however that the ambulance would not be purchased in this financial year.

The members raised their concern at this due to the condition of the current vehicle.

Debbie Borrill updated the group that she had also raised these concerns and had been assured by YAS that continuity would be maintained if there was a problem with one of the vehicles. Dave Green who is now the chair of the ambulance group is going out on both vehicles to assess them as further reassurance.

There was also a concern to ensure that the funds would be available in the next financial year.

It was agreed that written assurance should be obtained about the ambulance and the funding.

Out of Hours Handover Forms - The portal has been made available to GP's but uptake is low. IG issues are being looked by the CCG. The portal remains only available for GPs.

ReSPECT - Changes to the form are still being made in LTHT. A group is looking at implementation in the community, including training the workforce.

Medication Shortages - Shortages continue, often not told that shortages have been resolved. Moira is working to ensure the list of pharmacies in the pharmacy scheme is widely available to professionals.

Patient Information Systems – Now recognised as an issue by Informatics Board, an options appraisal is being prepared by to look at solutions. Black Pear software is being piloted in Humber Coast & Vale.

146	Debbie Borrill to request written assurance that continuity of service will be maintained by YAS over the winter	DBor
147	Tom Daniels to seek assurance that the funding will remain available	TD

5. Finance Report

The Finance report for Q2 was not yet available.

Tom Daniels informed the group that £40k had been made available from this year's budget to support ReSPECT training for the community and GPs.

6. HWB Board & Strategy Advisory Group Update

Mike fed back on the presentation given by the LPCN at the Health & Wellbeing Board on 16th October. The presentation was well received and received some coverage in the local press. The Board were asked to:

- Note the breadth of work driven by the Leeds Palliative Care Network including the work of the Dying Matters Partnership
- Recognise people receiving palliative care and those at end of life as a key priority population in city plans
- Provide feedback on the draft population level outcomes for people at end of life, and on further engagement
- Provide feedback on the draft Leeds Palliative and End of Life Framework

The Board were supportive of the requests. The minutes of the meeting will be available in due course.

The Strategy Advisory Group met on 24th September to review the outcomes framework devised by the subgroup and review the refreshed Health Needs Assessment (HNA).

The group considered the challenge which had been given by the HWB Board that the strategy should be all-age. It was agreed that the strategy should remain for adults with an acknowledgement of the importance of transition between the child and adult services and the need for overarching principles which would ensure consistency for patients and their families.

Some amendments were made to the wording of the framework and additional data items were suggested for the HNA. The strategy group Members were requested to review the documents and identify their top priorities.

NHS Leeds CCG have also undertaken to manage a consultation with the public on the Strategy.

Paul Bollom Head of the Leeds Health & Care Plan attended the Strategy Advisory Group Meeting following the HWB Board presentation to discuss support from the LPCN from the Health Partnerships Team.

It was agreed to share the Palliative And End of Life Care Framework for Adults.

149	The Palliative And End of Life Care Framework for Adults to be shared with the notes of the meeting. link to LPCN documents page link to Leeds Palliative and End of Life Care Framework for Adults	AS
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7. Survey Feedback

Amanda shared with the Group the results of the survey which had been sent out through July/August. The main feedback from the survey was that the LPCN should

Continue to engage with a broad a range of stakeholders and senior staff.
Ensure that communication is regular and that the bulletin, social media and website are publicised widely.

An overview of the results can be found through the link below.

[Leeds Palliative Care Network Survey Feedback 2019](#)

8. Palliative Care Ambulance

Debbie Borrill shared the latest Palliative Care Ambulance Data report with the Group. The key points of interest were

- July 19 was the busiest month of the year so far.
- 10am – 3pm continues to be the peak times for the ambulance use.
- The number of out of area journeys has increased – the Ambulance Group have asked for more information on these journeys to understand where the requests are coming from.

- The journeys aborted because the patient was not ready are also being investigated to better understand the reasons.

The Ambulance Standard Operating Procedure (SOP) has been approved by the group and will now be submitted to the YAS governance procedures.

Palliative Care Ambulance staff have recently undergone refresher training which has highlighted that the needs of patients and their families are becoming increasingly complex.

9. Regional Update

Suzanne reported that the digital programme, working with YAS, has stalled.

There has been a successful bid to Health Education England to develop ACP training for CNSs who have been in post for 2 years. The programme is based on the EoLC Learning outcomes which sets out levels for 6 12 and 2 years in post. The programme will use ECHO to deliver the training. A stakeholder meeting is planned for October to set the curriculum with monthly sessions running from December.

The Guide to Symptom Management in Palliative Care has been reviewed and reprinted. The updated app will also be available shortly.

Funding for leadership time for the Yorkshire & Humber Regional Group will not continue after March 2020. A new West Yorkshire ICS level group is forming and it was agreed that representation from Leeds should be Tom Daniels/Rob O'Connell, LPCN Chair/Network Manager and Suzanne Kite as a regional lead. Suzanne agreed to feed back the reps to the group.

10. Programme Update

Education -Training has taken place for staff at the Mount covering symptom management, end of life care and syringe drivers.

Echo – The Echo programme for GPs is ending and is being evaluated. A planning meeting has taken place to look at providing a programme for care homes.

Metrics – there has been a delay in the data flow but this has hopefully been resolved and the Q2 report will be available. There is an Informatics & Metrics meeting due to be held on 26th September.

Representatives from the hospices and LTHT met with Simon Harris and colleagues from the CCG Informatics hub to look at how hospice and continuing care data could be added to the Leeds data set. The meeting was very helpful and work is now underway to establish a suite of information to be transferred.

Transfer of Care – ED transfers are working well, numbers remain small.

A further meeting of the full Transfer of Care Group will be arranged as soon as possible as the last meeting had to be cancelled.

Process for Medicines Related Guidelines – The new process has been signed off by the Exec Team and circulated; it is also on the website. Issues with the branding of guidance produced in collaboration with LTHT have been resolved and branding guidelines have also been produced.

Audit of Medication – LCHT are running an extended audit which will also look at unused medication.

EPMA – St Gemma's will go live in Sep/Oct 2019 and Sue Ryder Wheatfields in November.

Frailty - pilot projects running in 3 localities will now have palliative care embedded in them.

11 November Celebration Event		
<p>The invitation flyer for the event will be circulated within the next week.</p> <p>Diane requested that any members who would like to give a presentation at the event should contact her.</p>		
150	Anyone who would like a presentation slot at the November event to contact Diane Boyne with a brief overview what the presentation would cover.	ALL
12. LTHT NACEL Feedback		
<p>Liz Rees gave an overview of the results for LTHT from the National Audit of Care at the End of Life (NACEL)(attached)</p> <p>Liz and Suzanne Kite have been the national Clinical Leads for the audit which looks retrospectively at case notes.</p> <p>The group agreed it would be useful to understand how the LPCN could respond to the information.</p>		
151	Diane and Liz to meet to look at the NACEL recommendations	Diane/ER
13. St Gemma's Showcase		
<p>Unfortunately St Gemma's showcase had to be postponed to a later meeting, due to technical difficulties.</p>		
14. Members Updates		
<p>LCH Work is continuing on the learning from the mortality reviews.</p> <p>The Community Cancer Support Team Leader has been appointed. The scheme will run in Otley Yeadon and Harehills next year.</p> <p>The Frailty virtual ward will start in November; training needs of staff are currently being looked at. The nights service has received additional resource for this from admissions avoidance to support additional patients.</p> <p>Mike Stockton noted there is an opportunity to look afresh at how deliver new models of care out of hospital. There is money from the CCG 50K. The LAHP also keen to support, there is now more scope. Whole system analysis with Leeds Beckett.</p> <p>Debbie Borrill informed the group that the EoLC Teams in Harrogate have adopted a new system for fast track referrals using a version of a trusted assessor model. Diane will investigate further.</p> <p>There is a workshop planned for 1st October to look at the Leeds Plan with NHS Leeds CCG.</p> <p>LTHT continues to be under pressure and incidences of being in silver command are increasing.</p> <p>There will be more stepdown beds run by in Villa Care in LTHT from 1st November.</p> <p>An initiative ARC (Achieving Reliable Care) will be running in LTHT from October with coaches available to look at removing blocks to patient flow.</p> <p>The 2 Hospices have joined with Age UK, Care & Repair and Carers Leeds to form the OAK Alliance. The alliance will be setting up a hub in Bexley wing with the aim of 'talk to one talk to all'. The hub is a large 'pod' which can be moved to other locations. The members expressed concern that the Bexley wing might not be the best place for the hub. Clare Russell agreed to meet with David Richardson-Whitely to discuss this further to see who might help within LTHT to find alternative spaces.</p>		

Mike Stockton and Adam Hurlow have been invited to give a presentation at the Adults & Health SLT Meeting. This is an opportunity to stress the importance of representation from Adults & Health in the workstreams of the LPCN.

Valerie Shaw updated the group that Leeds Care Record recently held a workshop to look at the future strategy for the LCR.

152	Diane to investigate further about the new fast track process being used in Harrogate	Diane
153	CR and DRW to discuss the site of the hub in Bexley Wing	CR/ DRW

Future Meetings

Future meetings have been finalised as below:

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 which is at the Mercure Parkway Hotel