

## Leeds Palliative Care Network Group Meeting

### Actions of the meeting held on Wed 22<sup>nd</sup> January 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
Julie Marshall-Pallister	JMP	Community Clinical Nurse Specialist	SRWFH
Debbie Borrill	DBor	Palliative Care Discharge Facilitator	
Suzanne Kite	SK	Lead Clinician Palliative Care	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
Nicola Walmsley	NW	Clinical Supervisor ABL	YAS
Jim Barwick	JB	Leeds GP Confederation	LGPC
Alex Irvine	AI	Practice Development Nurse	LYPFT
Jo Browning	JBr	Service Delivery Manager Adult Social Care South East	LCC
Catherine Malia	CM	Nurse Consultant	SGH
Amanda Storer	AS	Leeds Palliative Care Network Administrator (Notes)	LPCN
<b>Apologies</b>			
Sue Waddington	SW	LPCN Clinical Executive Team Member	SRWFH
Gill Pottinger	GP	LPCN Primary Care Lead	Primary Care
Clare Russell	CR	Head of Transformation	SGH
Michelle Evans	ME	Senior Nurse Health Facilitation Team	LYPFT
Liz Messenger	LM	Head of Public Health (Older People)	LCC
Elaine Hill	EH	Director	SRWFH
Dave Green	DG	Head of PTS Service & Standards	YAS
Kerry Jackson	KJ	Chief Executive	SGH

No.	Action	Lead(s) for action
<b>1. Welcome and Apologies</b>		
Mike welcomed everyone to the meeting; apologies were recorded as shown above. He noted that the Group had not met for some time as the Celebration Event was held in place of the November meeting.		
<b>2. Approval of Previous Action Log and Matters arising</b>		
The minutes of the meeting held on 25 <sup>th</sup> September were accepted as a correct record. Matters arising –		
146/7 Palliative Care Ambulance – There has been confirmation that funding will be available from the CCG. Dave Green continues to monitor the situation with the Ambulance.		
151 – NACEL recommendations – these will be cross referenced with the new PEOLC Strategy		
152 – Fast track process in Harrogate – Diane has spoken to them and discussed the new process with colleagues in Leeds. Very early days to judge impact.		

### 3. Chair's Update

LPCN Executive Member News – Mike updated the Group with the arrangements for the LPCN Executive Team after he steps down as Chair in March.

- Adam Hurlow (LTHT) will take up the position of Chair of the LPCN.
- Heather McClelland will join the Team as the representative for St Gemma's in place of Mike Stockton.
- Lesley Charman will join the Team as the representative for LTHT in place of Adam Hurlow (now Chair)
- Sarah McDermott will continue as the representative for LCH using an additional year as per section 5.2 of the LPCN ToR.

The LPCN is always evolving and consideration may be given to the need for an Executive Team member from Adult Social Care in due course.

The LPCN is hosted by St Gemma's Hospice, consequently Mike will undertake a line management role for Diane and the Team.

Celebration and Planning Event – The event in November was well attended. In the morning some of the wide ranging areas of work undertaken by the Network were showcased, with some interesting and on occasion, emotionally powerful presentations. In the afternoon small groups discussed the blocks of the strategy and identified priorities which were voted on by attendees as they left the event. The results of the conversations were used to inform discussions PEOPLEC Strategy Advisory Group Meeting. The Event Report is available on the LPCN website.

<https://leedspalliativecare.org.uk/wp-content/uploads/2019/12/LPCN-Celebration-Event-2019-Report.pdf>

### 4. Risk Register/Issues Log

#### Risk register

Capacity in the education workstream – The outcome of the CCG bid for additional capacity is still awaited.

#### Issues Log

Palliative Care Ambulance – Leeds CCG have confirmed that funding will be available. YAS are liaising with the CCG Contract Team about leasing a vehicle.

Out of Hours Handover Forms - IG issues have been resolved by the CCG. The portal remains only available for GPs. Diane will email Gill to ask her to liaise with Valerie Shaw and Julie Marshall-Pallister as the reasons for this are investigated.

ReSPECT - Changes to the form still need to be made in LTHT. LCH have encountered some technical issues with the process for implementing the form in the community and ensuring other services know the form exists or has been amended. The Planning Ahead training for DNACPR signatories is still planned for March.

Medication Shortages - Shortages continue, supply fluctuates. There is impact on professionals' time as they have to check with pharmacies before prescribing.

Interoperability – There are currently two potential solutions under consideration in Leeds, the LHCRE project enabling YAS to access data and a third party software solution called Black Pear which is being piloted in Humber coast & Vale.

There is an event for GPs this month with the opportunity to trial various software systems including Black Pear.

The Group acknowledged that the Primary Care Networks are a good driver for interoperability.

Syringe Drivers – approval from the MHRA is awaited nationally for the new software prior to release of equipment from medical physics.

154	Diane to email a request to the CCG to liaise with Valerie Shaw and Julie Marshall Pallister over the widening of access to the Out of Hours portal.	Diane
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### 5. Finance Report

The Finance report for Q3 was shared with the members. There is a small amount of accrued income which could be made available to organisations through an internal bid to the LPCN. Diane shared the simple bid proposal form with the Group. Amanda will circulate the form with the notes.

155	Amanda to circulate the internal bid form with the meeting notes	AS
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## 6. Strategy Development Update

Health Needs Assessment (HNA) - The refreshed (HNA) has now been finalised. Mike gave an overview of the highlights and recommendations of the report (slides attached)  
The report has been circulated and added to the LPCN website.

<https://leedspalliativecare.org.uk/wp-content/uploads/2020/01/Health-Needs-Assessment-for-EoLC-2019-Final.pdf>

Adam clarified that the figures quoted in the report about achieving preferred place of death (ppod) only refer to patients with ppod and actual place of death recorded in EPaCCs.  
Suzanne highlighted to the Group that the NACEL findings in Leeds indicated that 80% of patients who died in hospital died in the right place according to their bereaved carers.

Strategy development – All the information sources are now in place, the draft strategy outcomes have been refined and shared with the public via the Healthwatch Peoples' Voices Group. The next stage is to write the strategy itself.

Diane and Mike have met with Penny Allison from NHS Leeds CCG who has agreed to support them in writing the strategy.

The Group noted the importance of linking and being represented in other Strategies within Leeds such as Ageing Well, Population outcomes and the person centred agenda.

## 7. Palliative Care Ambulance

The Standard Operating Procedure (SOP) for the Palliative Care Ambulance has now been ratified by the Governance in YAS. It will be included in Health Pathways but not added to the LPCN website due to its operational detail.

The ambulance crew have attended training and consideration has been given to the clinical supervision offered to them. This is a reflection of the increasing complexity of the cases they are transporting.

Dave Green, Head of PTS Service & Standards at YAS and Chair of the Palliative Care Ambulance Group has spent some time working with the crews to better understand the day to day challenges they face.

## 8. Regional /WY & Harrogate ICS Update

The West Yorkshire & Harrogate Group have met on 2 occasions. Rob O'Connell is the SRO. The group is currently finalising the Terms of Reference and membership. At the last meeting representatives shared the priorities they had identified. These were similar to those identified by the LPCN members and PEOLC Strategy Advisory Group and included coordination of care, advance care planning, training and data sharing.

## 9. Programme Update

Paramedic Crew Training The first training session for paramedics was well received. Two more sessions are planned with expected attendance of approximately 20.

Echo – A further programme for GPs is being advertised. A programme for care home staff is being planned. A development programme for CNS's is underway and working well.

Metrics –the issue of getting EPaCCs reports in a timely fashion has been escalated in the CCG by Gill and Tom as they are primarily needed for the GP QIP scheme. Matthew Allsop from the AUPC will attend the March meeting of the group to share the findings of the audit and evaluation of EPaCCs use.

Bereaved Carers' Survey The survey is currently live with GP Practices being involved for the first time.

Community Flows Improvement Group (CFIG) – The Group held its first well attended meeting in November. Two main strands of work were proposed. The first was a longer term approach using whole systems analysis aided by colleagues from Leeds Beckett university. The second was a desire to respond to the immediate pressures of winter. A further meeting to look at any simple ideas with immediate impact and a winter action plan was created and circulated.

Support for the work has been secured using part of the funding from the CCG to appoint a project lead. A project initiation document (PID) will now be prepared and circulated.

Dementia & EoLC – Jane Chatterjee met with Tim Sanders, Trish and Diane B to discuss leadership of the project going forward. The next Group meeting is on 4<sup>th</sup> February.

Medicines Guidelines – The Bleeding and Seizure guidelines are with medical illustrations for final amendments. The Renal and Liver guidance is being reviewed in light of any comments returned.

EPMA – Both hospices are now live. Moira is meeting with Boris Davingoff from LCH to discuss phase 2 of the project looking at how electronic prescribing can be used in community settings. An out- patient formulary is being devised.

Care Homes – The draft NHSE Primary Care Network contract is out. Sam Prince (LCH) is leading work in Leeds to consider how support for care homes can be improved collaboratively.

156	Diane to circulate the Community Flows Improvement Group PID when it is available.	DB/AS
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### 10. St Gemma's Showcase

Valerie Shaw gave an informative presentation giving an overview of the work undertaken at St Gemma's. (slides attached)

### 11. Homelessness Project

Catherine Malia presented an overview of a project which aims to give better access to palliative care for homeless in Leeds. (slides attached)

Catherine asked the group for support in making a bid to a charitable foundation via Hospice UK for funds to support a part time coordinator for the project which aims to last about 15 months.

The Group were happy to support bid. The members also suggested other connections within the city that might be useful for the project to establish.

### 14. Members Updates

LCH – Sam A advised the group that the LCH Discharge Facilitators are being moved into the Health Case Management Service. This will enable them to consolidate and extend their role.

### Future Meetings

Future meetings have been finalised as below:

Wed 25th March 2020	<b>14:00- 16:30</b>
Wed 6 <sup>th</sup> May 2020	9:30 – 12:00
Wed 8 <sup>th</sup> July 2020	9:30 – 12:00
Wed 23 <sup>rd</sup> September 2020	9:30 – 12:00
Wed 25 <sup>th</sup> November 2020	9:30 – 12:00

All the meetings are currently booked in the Lecture Theatre, St Gemma's Hospice.