

|                                 |                     |   |    |             |
|---------------------------------|---------------------|---|----|-------------|
| <b>Name of Group / Meeting:</b> |                     | Supportive, Palliative & End of Life Care Group   |    |             |
| <b>Date:</b>                    |                     | Tuesday 16 <sup>th</sup> January 2018   |    |             |
| <b>Time:</b>                    |                     | 1.00 – 3.00pm   |    |             |
| <b>Venue:</b>                   |                     | Evolve Business Centre, Cygnet Way, Houghton-le-Spring, DH4 5QY   |    |             |
| <b>AGENDA</b>                   |                     |   |    |             |
| <b>1</b>                        | <b>INTRODUCTION</b> |   |    | <b>Lead</b> |
|                                 | 1.1                 | Welcome and apologies   | AC |             |
|                                 | 1.2                 | Declarations of Interest  | AC |             |
|                                 | 1.3                 | Minutes of previous meeting   | AC |             |
|                                 | 1.4                 | <b>Action points from minutes of previous meeting:</b>  |    |             |
|                                 |                     | Locality groups updated information and TOR   | AC |             |
|                                 |                     | NEAS – Special Patient Notes form   | LW |             |
|                                 |                     | Regional Telephone Advice Line Task and Finish Group  | AC |             |
|                                 |                     | Deciding Right App - update   | AC |             |
|                                 |                     | National audit for care at end of life - update   | LW |             |
|                                 |                     | Template for sharing best practice for Regional Report <ul style="list-style-type: none"> <li>• Next Report submission 15<sup>th</sup> Jan 2018</li> </ul>  | LW |             |
| <b>2</b>                        | <b>AGENDA ITEMS</b> |   |    |             |
|                                 | 2.1                 | Network update <ul style="list-style-type: none"> <li>• Project Lead Mel Laycock <ul style="list-style-type: none"> <li>➢ Deciding Right Project</li> <li>➢ Care for the Dying Patient Regional Document</li> </ul> </li> <li>• Locality Group visits – LW</li> </ul> | AC |             |
|                                 | 2.2                 | National and Regional Work Plan update  | LW |             |
|                                 | 2.3                 | Sharing Best Practice – LD Resources  | LW |             |
|                                 | 2.4                 | EPaCCs update   | KH |             |
|                                 | 2.5                 | Regional Deciding Right Education Group – Report from Project   | LW |             |

|          |                              |   |       |  |
|----------|------------------------------|---|-------|--|
|          | 2.6                          | STP Engagement<br>Regional STP data packs<br>NEoLCIN – EoL STP Tool <a href="#">Data and analytical tools</a>   | AC/LW |  |
|          | 2.7                          | Bereavement Survey – specialist trainees  | AC    |  |
| <b>3</b> | <b>STANDING AGENDA ITEMS</b> |   |       |  |
|          | 3.1                          | <b>Clinical Governance Issues:</b>  |       |  |
|          | 3.2                          | NHSE Update from face to face meeting: 5 <sup>th</sup> Dec 2017 <ul style="list-style-type: none"> <li>• Care after Death national scoping work - Paused</li> <li>• Mouth care matters website<br/><a href="http://www.mouthcarematters.hee.nhs.uk/">http://www.mouthcarematters.hee.nhs.uk/</a></li> <li>• Sharing Best Practice- News Bulletins</li> <li>• Webinars – 1<sup>st</sup> Tuesday of Month 2018</li> </ul> | LW    |  |
|          | 3.3                          | Any Other Business  | Group |  |
|          | 3.4                          | Date & time of next meetings: <ul style="list-style-type: none"> <li>• Tuesday 24<sup>th</sup> April 2018 Full afternoon event</li> </ul>   |       |  |
| <b>4</b> | <b>MEETING CLOSE</b>         |   |       |  |