

PNNG Meeting minutes



Date: Thursday 10th September 2020

Time: 3:30pm

Location: Video conference meeting (via Zoom)

Minute taker: Roy Connell

Present at meeting: Roy Connell, Diane King, Cora Lahart, Michael Noteyoung, Sarah Grylls, Dan Speakman, Ellen Samuel, Carmel Capelett.

Agenda item	Comments / Discussion
Minutes/actions from last meeting.	All agreed minutes were correct and actions to be discussed.
Finance update a. Changes for Treasurer b. Outstanding fees	<p>Dan has enquired about a suitable alternative bank account for the PNNG funds to be held and managed. Out of the three contacted, The Co-operative bank seems to offer the best account for the group's needs. All present agreed that Dan should enquire further about The Co-operative's Community Direct Funds account with a view to transferring the group's funds over in due course.</p> <p>Sarah gave a list of units who still have outstanding fees from this year's conference and agreed to contact them with amount owed.</p>
	Dan to enquire about opening an account and feedback. Sarah to feedback if any payments received. ? Invoices to be sent out.
Next year's conference – Southampton	<p>Due to the potential for cancellation, it was agreed that the annual conference should be moved from March 2021. After some discussion, the 18/19 June were agreed as a suitable alternative. Sarah will look into these dates and enquire with the venue.</p>
	Sarah to enquire and feedback.
Transplant programme update/feedback.	<p>All units now have their transplant programmes back up and running. Some concessions are still in place for some including the delay of 'complex' patients. Most units have adopted a policy of 3 months shielding post-transplant. Glasgow was the only unit to remain open for transplantation during the lockdown and performed 7 transplants during this period.</p>
Education / Training.	<p>Bristol Children's Hospital are looking for accreditation of their Advanced Renal Course. Further details of this will be given to the group for dissemination.</p>
	Dan to update the group when any news available.

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<p>Website</p> <ul style="list-style-type: none"> c. Contact groups – PD HD Tx CKD Nephrotic d. Junior group. <p>Info update</p>	<p>Most units have now sent in their updated details for the upgrade of the website.</p> <p>The contact groups for each speciality/modality will be collated to allow ease of contact.</p> <p>Still awaiting contact details for the ‘junior group’ members.</p> <p>Ideally 1 or 2 band 5 nurses from each unit who are planning to stay in renal will be grouped together for contact and support.</p>
<p>Committee members – Annual review Secretary?</p>	<p>There have been no changes to committee members since the last meeting.</p> <p>The role of a Secretary for the PNNG was discussed. This was not felt to be a necessary position due to the size and workings of the group. Any functions a secretary may undertake within the group are shared between the chair, deputy chair and treasurer.</p> <p>It was agreed that an annual review of committee members should be undertaken to ensure all units are represented appropriately and consistently.</p>
<p>Terms of reference - Review</p>	<p>A draft of the updated PNNG Terms of Reference was circulated prior to the meeting for discussion.</p> <p>Sarah gave some feedback she had received from an accountant previously in regards to this, including areas that need to be covered within the document. The points raised will be incorporated into the draft and circulated prior to the next meeting.</p>
<p>1. Feedback from each unit</p> <ul style="list-style-type: none"> a. Belfast b. Birmingham c. Bristol d. Cardiff e. Dublin f. Evelina g. Glasgow h. GOSH i. Leeds j. Liverpool k. Manchester l. Newcastle 	<p>Just performed first LRD since lockdown</p> <p>Due to the continuation of transplants during lockdown, Glasgow have no patients currently waiting on their list.</p> <p>Manchester are increasing their CNS roles including AKI and PD.</p>

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m. Nottingham n. Southampton	Sarah reported an increase in their PD patient numbers which Katie Knapp now has charge of. Sarah will be taking over the lead role in the haemo unit for the next 3 months due to staff absence and movement.
2. A.O.B.	None raised
3. Date/time of next meeting - Frequency of meetings?? Zoom / face to face?	27 th November 2020 at 2pm. Zoom meeting invite and appropriate documents will be distributed by Roy.