

Terms of reference

Title of committee/ group:	Paediatric Nephrology Nurses Group (PNNG)
Overview:	The Paediatric Nephrology Nurses Group is a collection of representatives from each of the 14 children's Renal units in the UK and Ireland.
Purpose:	The main functions of the group are to organise the Annual Paediatric Nephrology Nurses Conference, share and inform of best and changing practice, ensure of up-to-date information feedback from industry and encourage participation in research and education programmes.
Responsibilities:	<p>Provide paediatric nephrology nursing advice and support to its members.</p> <p>Influence and promote paediatric nephrology nursing</p> <p>Work with and to facilitate and develop educational opportunities for Paediatric nephrology nurses</p> <p>Provide paediatric nephrology nursing advice for all those involved in the care of children. PNNG members will be available to provide advice, either collectively or individually.</p> <p>Network within and out of the representative Trusts / organisations where appropriate.</p> <p>Provide a response to proposed government information, professional and inter agency issues</p> <p>Lobby to raise the profile of the health and welfare of children with nephrology condition (NICE, RCN, other professional bodies)</p> <p>Members who agree to take a responsibility for a piece of work on behalf of PNNG should complete the work and report back to the group.</p>
Membership:	<p>The PNNG committee should consist of a representative from each of the children's renal units in the UK and Ireland:</p> <ul style="list-style-type: none"> ● Belfast ● Birmingham ● Bristol ● Cardiff ● Dublin ● Glasgow ● Leeds

	<ul style="list-style-type: none"> • Liverpool • London – Evelina • London – GOSH • Manchester • Newcastle • Nottingham • Southampton <p>Membership of the PNNG is open to all nurses working in a renal environment of NHS Trusts, and to other senior nurses responsible for children’s nephrology nursing services.</p> <p>Unit representative members of the committee will be reviewed annually, and this will be recorded in the minutes.</p> <p>Co-opted members will be able to attend for specific agenda items and will be accompanied by a committee member.</p> <p>A committee member is encouraged to send a deputy to the PNNG meeting and inform the Chairperson of their name. Deputies may normally participate in the decision making process. Apologies must be offered before the day of the meeting.</p> <p>Career development opportunities are acceptable for committee members to bring observers when requested by their colleagues or from their organisation. Request to be made to the Chairperson.</p>
<p>Organisation:</p>	<p>The group meets three times a year</p> <ul style="list-style-type: none"> • Two as standalone meetings. • One meeting at the annual conference. <p>Intermediate meetings are arranged on an ad-hoc basis.</p> <p>The two half-day standalone meetings take place in London (GOSH) for ease of transport links. The meeting at the annual conference should take place on the afternoon/evening of the first day to allow any feedback to be given on the second.</p> <p>The annual conference will be rotated around each of the 14 units every year with the representative from the group taking a lead for organisation. Regular updates will be provided to the group and agreement for expenditure should be sought by the organising unit prior to any confirmation with venues.</p> <p>Minutes of the meetings will be circulated to all members for clarity of content and then published on the PNNG website. An agenda will be issued two weeks before meetings, any contributions are welcome beforehand.</p> <p>Papers for discussion will be circulated with the agenda. Only short papers (2 sides of A4), or urgent papers will be tabled for same day discussions.</p>

	<p>Decisions will be by consensus.</p> <p>When the Chairperson is absent, the Deputy Chair will chair the meeting unless the Chairperson has made previous arrangements.</p>
Attendance requirements:	<p>Members are expected to attend a minimum of two meetings a year, a new member will be sought for those hospitals that do not attend or send a deputy</p>
Quorum requirements:	<p>A minimum of 4 committee members (including the Chair, Deputy chair or Treasurer) should be in attendance for decisions affecting the annual conference or functions of the group.</p>
Finance:	<p>The PNNG has a Community bank account for income and outgoings including:</p> <ul style="list-style-type: none"> • Payment of invoices related to annual conference. • Travel and subsistence expenses for committee members attending meetings. • Website related expenses. • Conference fee income payments from delegates. • Sponsorship of members when approved by the committee. <p>All receipts/invoices related to the PNNG account will be held by the treasurer to enable a transparent pathway for all funds.</p> <p>The PNNG is a non-profit organisation – all funds raised by the group are held in the community account to fund the expenditures listed.</p> <p>The PNNG will generate income from industry sponsorship and some charity organisations. This revenue is primarily used to part fund the annual conference and for sponsorship of appropriate education applications from PNNG members.</p> <p>The Treasurer will keep a detailed account of income and outgoings for the group and will feedback the financial position of the account at every meeting.</p> <p>Expenditures of over £1000 should be confirmed and agreed by at least 3 members of the group (including one officer).</p> <p>The PNNG account will be subjected to financial audit if required. The Treasurer will be responsible for overseeing this process and feeding back the results.</p>
Confidentiality:	<p>Members must respect the confidential nature of agreed aspects of information. The information should only be used for the purpose of PNNG business, and may be divulged only with prior arrangement with the PNNG to other interested parties, only in the interest of the PNNG</p>

	<p>Conflict of interest should be declared. It is the responsibility of members to maintain the reputation of the group and promote this in their individual areas.</p> <p>Members of the PNING may nominate a member to advise the Professional Statutory Bodies.</p>
Dissolution:	<p>The PNING will be dissolved if it is felt by consensus the group no longer fulfils its purpose.</p> <p>Any remaining funds held by the PNING will be divided equally between the 14 units to be used for education purposes. The representative from each unit will oversee this fund transfer and provide details of spending.</p>
Annual report:	<p>The PNING will publish an annual report each year incorporating feedback from the most recent conference, a financial account of expenditure and a work plan showing the objectives the group intends to complete.</p> <p>The work plan will reflect the needs of the majority of the members and the UK wide agenda. Members should ensure that they complete their assigned section of the work within the plan.</p> <p>The annual report and on-going work plan will be published on the PNING website.</p>
Officers:	<p>The PNING Officers are the Chairperson, Deputy Chairperson and Treasurer. The officers are responsible for ensuring that the business activities of the PNING are conducted appropriately, fairly and transparently to the satisfaction of all its members.</p> <p>The officers will be elected from within the membership of the PNING committee.</p> <p>The positions of Chairperson, Deputy Chairperson and Treasurer should be reviewed every 5 years with the option for renewal if agreed by committee majority or election by voting if contested by a nominated (and seconded) committee member.</p> <p>Departure of the Chair, Deputy Chair and Treasurer should be staggered so that there is some continuity.</p> <p>The Chairperson will remind the PNING members of the election or re-election dates. Nominations will be proposed and seconded at the PNING committee meetings.</p>
<p>Updated by Roy Connell (PNNG Chairperson) November 2020.</p>	

