

Tasks and responsibilities	RCN Council	Group Audit Committee	Group Remuneration Committee	Group EDI Committee	Finance & Investment Committee	Governance Committee	Trade Union Committee	Professional Nursing Committee	International Committee	Awards Committee	Agenda Committee	Country/Regional Boards	General Secretary & Chief Executive and Executive Team
4 INTERNAL CONTROL FRAMEWORK													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
RISK MANAGEMENT	Council reviews and notes Group risk register 1/4ly, following assurance from the Group Audit Committee	Committee: * reviews and approves the Group risk register 1/4ly on behalf of the Group's governing bodies before it is presented to RCNi Board, RCNF Board and RCN Council to note. * can approve escalated risks raised at its meetings * is assured by the RCN Executive Team that	N/A	N/A	N/A	N/A	Committee reviews and approves the Employment Relations risk register 1/4ly. Where applicable, risks can be escalated to the Group risk register	Committee reviews and approves its risk register 1/4ly. Where applicable, risks can be escalated to the Group risk register	N/A	N/A	N/A	Each Board will review and approve their risk register at each meeting. Where applicable, risks can be escalated to the Group risk register.	Management of Group risk framework is delegated to RCN Executive Team from RCN Council, RCNi Board and RCN Foundation Board They assure the Group Audit Committee ACCOUNTABLE OFFICER - EXECUTIVE DIRECTOR OF GOVERNANCE
Appointment of internal auditors and agreement of internal audit programme	Council approves appointment of internal auditors on recommendation of Group Audit Committee	Committee: * approves the preferred supplier that the appointment panel recommends. *then recommends the appointment of the internal auditors to RCN Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	The Executive Team support the Group Audit Committee with the appointment of the internal auditors
	Council is informed of the annual audit programme by the Group Audit Committee	Committee approves the annual programme, recommended by internal auditors, after discussions with the RCN ET, RCNi ET & RCNF SLT										N/A	Executive Team agrees annual internal audit programme with the internal auditors. They consider each report and the findings and agree action plans to implement recommendations.
	Council receives reports from the Group Audit Committee on the quality of the control environment in place, based on the annual internal audit programme	Committee: * receives and approves all the internal audit reports and action plans to implement findings. * monitors implementation of recommendations and reports to Council, RCNi Board and RCN Foundation Board (via their Committee report)										* Findings of internal audits that impact on country and regional performance are presented to the relevant Board (s) * Boards to ensure findings are implemented in their country/region, where appropriate	Executive Team ensures the findings are implemented, via monitoring reports 3 times a year. These reports are presented to the Group Audit Committee
	To maintain transparency, if the auditors are commissioned to undertake non audit work Council will be notified by the Group Audit Committee	To maintain transparency, the Committee will be notified by the Executive Team if the auditors have been commissioned to undertake non IA work. For example, an internal review.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	The Executive Team will notify the Group Audit Committee if the internal auditors have been commissioned to undertake non IA activity.
5 BUSINESS STRATEGY													ACCOUNTABLE OFFICER - EXECUTIVE DIRECTOR OF RCN NORTHERN IRELAND (unless otherwise indicated)
	Council approves the RCN's 5 year strategy and leads the strategy development process, agrees priorities and is final decision maker, on behalf of the membership.	N/A	N/A	The strategy informs the committee's work programme	N/A	N/A	Committee contributes to the development of the RCN strategy for the Special Register Trade Union. The strategy informs the work programme and risk register	Committee contributes to the development of the RCN strategy for the professional agenda of the College. The strategy informs the Committee's work programme and risk register	N/A	N/A	N/A	Boards input to the RCN strategy	Executive Team drafts, in consultation with members, the RCN Strategy and uses this to direct the organisation's strategic planning
	Council receives 1/4ly report on progress against RCN strategy and agrees any requests to change priorities	Committee receives 1/4ly report on progress against RCN strategy	Committee receive 1/4ly report on progress against RCN strategy and exception reports to council	N/A	Committee receive 1/4ly report on progress against RCN strategy and exception reports to council	N/A	Committee receive 1/4ly report on progress against RCN strategy and exception reports to council	Committee receive 1/4ly report on progress against RCN strategy and exception reports to council	N/A	N/A	N/A	Boards receive 1/4ly report on progress against their annual KPIs and targets and agree any actions	Executive Team is accountable for delivering against the strategy and performance reporting

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7 FINANCIAL REGULATIONS													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
	Council approves the Group Financial Regulations on the recommendation of the Group Audit Committee.	Committee reviews and recommends changes to RCNi Board, RCNF Board and RCN Council for approval	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team ensures Group Financial Regulations are adhered to
	Council approves all Financial Regulation changes to individual policies, authority limits, and role responsibilities on the recommendation of the Group Audit Committee	Committee reviews all Financial Regulation changes to individual policies, authority limits and role responsibilities and recommends to Council to approve											Executive Team recommends any changes to individual policies, authority limits, and role responsibilities based on changing operational needs/statutory requirements.
	Council receives a report from Group Audit Committee to note small changes made by the RCN Executive Team	Committee receives a report to note from the Executive Team of any small changes made that they have approved											Small changes to approved processes can be made by the Executive Team for operational reasons but must be reported to Group Audit Committee.
8 ANNUAL BUDGET													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
NOTE - CROSS REFERENCE TO ANNUAL REPORT AND FINANCIAL STATEMENTS (S3)	Council approves and monitors RCN budget	N/A	N/A	N/A	Committee recommends RCN budget to Council to approve, after being assured by RCN Executive Team	N/A	N/A	N/A	N/A	N/A	N/A	Boards are responsible for ensuring country and regional plans are delivered within the agreed budget set by Council, on the recommendation of the Executive Team	Executive Team submits proposed budget to Finance & Investment Committee
	Council receives monthly management accounts				Committee review management accounts at each meeting							N/A	Executive Team monitors performance against budget monthly.
	Council approves In year changes, on recommendation of Finance and Investment Committee				Committee recommends changes to in year RCN budget to Council, based on proposals by Executive Team							N/A	
	Council will be notified by Finance and Investment Committee of unplanned high risk issues, if they arise				Committee: * receives high level summary of funding movements into and out of contingency budget to meet organisational priorities and pressures. * will be notified of unforeseen high risks and will report to Council, where							N/A	Executive Team can agree to bank underspends to reserves OR to vire between directorate budgets to meet organisational priorities and pressures Where applicable, unplanned high risk issues are reported to Council, via the Chair of Finance & Investment Committee
9 GROUP STAFF PENSION SCHEMES													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
	Council approves pension scheme arrangements on the recommendation from the Finance and Investment Committee	N/A	To advise on any proposals for major changes to the remuneration package including the provision for and scope of pension arrangements for all staff and other terms and conditions of employment (benefits).	N/A	Committee periodically reviews the pension scheme arrangements and makes recommendations to Council . This includes the Triennial valuation Committee is given assurance by RCN Executive Team and the Group's pensions advisors	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team: * recommends changes to arrangements, consulting with staff through the Partnership Forums (RCN & RCNi), if appropriate, based on affordability and good practice * reviews deficit funding payments, ensures agreed funding levels are budgeted and paid as required and proposes any additional funding payments

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FINANCIAL CONTROL FRAMEWORK													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER, (unless indicated elsewhere in this section)
INCOME													
External income generation from sponsorship, grant management, fundraising and other externally funded projects	Council approves business cases for external income generation in accordance with Schedule of Financial Limits - in excess of £1m, on recommendation from Finance and Investment Committee	N/A	N/A		Committee approves business cases for any external income generation in accordance with the Schedule of Financial Limits (£0.5m - £1m) and recommends to Council to approve in excess of £1m	N/A	N/A	N/A				Boards ensure the arrangements are complied with in accordance with the Schedule of Financial Limits	Executive Team ensures that all external income generation projects comply with the Group Financial Regulations. In accordance with the Schedule of Financial Limits, they can approve up to £0.5m and will recommend to Finance and Investment Committee in excess of £0.5m
Banking and investments banking arrangements	Council approves RCN banking arrangements, including changes, on the recommendation of the Finance and Investment Committee and the Executive Team	N/A	N/A		Committee reviews the proposed changes to RCN banking arrangements, received from the Executive Team and recommends to Council they approve the changes	N/A	N/A	N/A				N/A	Executive Team: * monitors and recommends to Finance and Investment Committee any changes to the RCN's banking arrangements * provides a 6 monthly update to Finance and Investment Committee and Council on changes to RCN bank accounts
	Council receives 6 monthly report of any changes to existing RCN bank accounts				Committee receives a 6 monthly report on any changes to existing RCN bank accounts								Executive Team reviews all new accounts opened in the name of the RCN (includes branches) and bank closures
Loans	Council approves the limit and purpose of any loan requested by RCN, on recommendation from the Finance and Investment Committee, based on operational needs and compliance with the financial strategy	N/A	N/A		Committee reviews and recommends to Council any proposed loans required by the RCN in accordance with the achievement of strategic plans and financial strategy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team recommends to Finance and Investment Committee, via a business case, any proposed loan required by the RCN.
OTHER FINANCIAL PROCEDURES													
Losses, bad debts and special payments	Council: * approves losses, bad debts or special payments in accordance with the Schedule of Financial Limits (in excess of £50k) * will be notified by the Finance and Investment Committee and Executive Team of any approval they have given within their threshold The Chair of Council will sign off on behalf of Council	N/A	N/A		Committee: * approve losses, bad debts or special payments in accordance with its Schedule of Financial Limits threshold (£10k - £50k), on the recommendation of the Executive Team. The Honorary Treasurer will sign off on behalf of the Committee. * will recommend to Council that they sign off losses, bad debts or special payments in excess of £50k, in accordance with the	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team: * agrees and reviews losses, bad debts and special payments in accordance with Financial Regulations. They will approve up to £10k, in accordance with the Schedule of Financial Limits * will recommend to Finance and Investment Committee losses, special payments or bad debts in excess of £10k
RCN Member finance policies (e.g branch funding policy,	Council: * approves all RCN member financial policies as set out in the Financial Regulations, on the recommendation of the Finance and Investment committee * oversees communication and consultation with members on changes as appropriate	N/A	N/A		Committee recommends RCN member finance policies to Council to approve, for example branch funding,	N/A	Committee: * is consulted on proposed changes, as required * ensure subordinate committees of TUC feed into this process	Committee * is consulted on proposed changes, as required * ensure subordinate committees of PNC feed into this process	N/A			Boards ensure members are consulted on and briefed on changes as appropriate	Executive Team recommends any changes to policies and procedures, as appropriate, to the Finance and Investment Committee
Insurance (including Professional Indemnity Insurance	Council will receive assurance from Group Audit Committee that the Group has sufficient insurance cover for that year	Committee * is notified annually (in April) by the Executive Team, that insurance policies have been renewed and RCN Group is covered for that year. They are also notified of any area of risk. Committee will receive a list of insurance policies * will then notify , Council, RCNi Board and RCNF Board, via their committee report	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Boards report back on risks with insurance or financial implications via country or regional risk register	Executive Team: * approves any changes to the policy and reports any potential risks to Group Audit Committee and Council * ensures compliance with the terms of insurance policies * receives and approves summary of annual renewal of insurance policies and notifies the Group Audit Committee (in April)

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11 ESTATES STRATEGY													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
	Council reviews property strategy and approves any changes / decision on the recommendation of Finance and Investment Committee	N/A	N/A	N/A	Committee reviews the RCN property strategy every 5 years and makes recommendations to Council for any changes / action required	N/A	N/A	N/A	N/A	N/A	N/A	Boards ensures the property strategy is implemented and where applicable, report to Council on property matters and make recommendations to Financial and Investment Committee. This will include the purchase/disposal of freehold property	Executive Team leads on the strategy and recommends changes to the Finance and Investment Committee
	Council: * approves expenditure in line with property projects in the procurement strategy and Schedule of Financial Limits (in excess of £1m) *is notified by the Finance and Investment Committee of agreed expenditure up to £1m	N/A	N/A	N/A	Committee : * approves expenditure in line with property projects in the procurement strategy and Schedule of Financial Limits (£0.25m - £1m). * recommend any expenditure that is in excess of £1m to Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team: * approves expenditure in line with property projects in the procurement strategy and Schedule of Financial Limits (up to £0.25m). * recommend any expenditure that exceeds £0.25m to the Finance and Investment Committee
	Council: * approves building / investment projects in accordance with the Schedule of Financial Limits (in excess of £1m) *is notified by the Finance and Investment Committee of expenditure up to £1m	N/A	N/A	N/A	Committee: * approves building/investment projects in accordance with the Schedule of Financial Limits (£0.5m - £1m) . * recommend any expenditure in excess of £1m to Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team * approves building/ investment projects in line with Financial Regulations and Schedule of Financial Limits (up to £0.5m). *will recommend to Finance and Investment Committee projects in excess of £0.5m
	Council: * approves leases in accordance with the Schedule of Financial Limits (in excess of £1m annually) *is notified by the Finance and Investment Committee of leases agreed (up to £1m annual or over £1m lifetime)	N/A	N/A	N/A	Committee: * approves leases in accordance with the Schedule of Financial Limits (over £0.25m - £1m annual or over £1m lifetime) *will recommend annual leases in excess of £1m annual to Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team : * approves property leases in line with Financial Regulations and Schedule of Financial Limits (up to £0.25m annual or under £1m lifetime). *will recommend to Finance and Investment Committee annual leases in excess of £0.25m and lifetime leases in excess of £1m
	Council receives progress reports, including spend, on all building and investment projects	N/A	N/A	N/A	Committee receives progress reports, including spend, on all building and investment projects	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team provides regular updates to Finance and Investment Committee on all building projects, including spend
	Council: * approves the disposal of freehold buildings in accordance with the Schedule of Financial limits (in excess of £1m) * is notified by the Finance and Investment Committee of all disposals up to £1m	N/A	N/A	N/A	Committee: * approves the disposal of freehold buildings in accordance with the Schedule of Financial limits (£0.25m - £1m) * recommends to Council in excess of £1m * is notified by the Executive Team of disposals up to £0.25m	N/A	N/A	N/A	N/A	N/A	N/A	N/A	*Executive Team approves disposal of freehold buildings in accordance with the Schedule of Financial Limits (up to £0.25m) and notifies Finance and Investment Committee of all decisions it has made *Executive Team recommends to Finance and Investment Committee disposal of freehold buildings in excess of £0.25m
12 BUSINESS DEVELOPMENT													ACCOUNTABLE OFFICER - CHIEF FINANCIAL OFFICER (unless indicated elsewhere in this section)
	Council approves RCN Income Strategy and reviews it at regular interviews.	N/A	N/A	N/A	Committee is responsible for reviewing non subscription income generation/sponsorship activity, plus setting and monitoring targets, under its commercial activity accountability	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team recommends new work streams to Finance & Investment Committee for approval
	Council: * approves commercial activity (new and changes) in accordance with the Schedule of Financial Limits (in excess of £1m) * is notified by the Finance and Investment Committee of decisions made on commercial activity, up to £1m. To note - this includes services provided to RCN members	N/A	N/A	N/A	Committee: * approves commercial activity (new and changes) in accordance with the Schedule of Financial Limits (£0.5m - £1m) * notifies council of decisions it has made. * recommends to council commercial activity (new and changes) that is in excess of £1m	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team reviews performance of non subscription income generation / sponsoring work streams and reports to Finance & Investment Committee quarterly

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13 MEMBERSHIP AND SUBSCRIPTION RATES													ACCOUNTABLE OFFICER - CHIEF OF STAFF (unless indicated elsewhere in this section)
MEMBERSHIP STRATEGY	Council reviews and agrees the membership strategy and any changes to membership categories, on recommendation of Governance Committee	N/A	N/A	N/A	N/A	Committee keeps the membership strategy and categories under review and recommends any changes, including membership categories to Council	Committee: * is consulted on proposed changes, as required *ensures subordinate committees of TUC feed into this process	Committee: * is consulted on proposed changes, as required *ensures subordinate committees of PNC feed into this process	N/A			Boards: * ensure strategy is implemented and promotes RCN membership * Board performance reports include reporting on recruitment and retention targets	Executive Team delivers the Membership Strategy, including membership categories changes
SUBSCRIPTION RATES	Council review subscription strategy and approves annual subscription rates increases, subject to dispensation. <i>To note - At 2023 AGM, Council were given dispensation until 31 December 2028 to increase the subscription</i>	N/A	N/A	N/A	Committee makes recommendations to Council on subscription strategy and annual increases in subscription rates	N/A	Committee: * is consulted on proposed changes, as required *ensures subordinate committees of TUC feed into this process	Committee: * is consulted on proposed changes, as required *ensures subordinate committees of PNC feed into this process	N/A	N/A	N/A	Boards are consulted before recommendations are made and ensure that branches and local networks are included in that consultation process	Executive Team: * provides financial data and makes recommendations to Finance & Investment Committee * recommend changes to the subscription rate to Finance and Investment Committee and Council. *then implements subscription rates after approval by the membership at an AGM
	Council works within the framework that is approved by the RCN members at Annual General Meeting Council recommends changes to the subscription rates to the membership at an AGM, to vote to approve the changes, based on recommendation from Finance & Investment Committee and RCN Executive Team. If this makes a change to SO 6.1, this requires a special resolution (2/3 majority)	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	
14 POLICY DEVELOPMENT													ACCOUNTABLE OFFICERS - CHIEF NURSING OFFICER AND DEPUTY CHIEF EXECUTIVE, EXECUTIVE DIRECTOR OF LEGAL AND MEMBER RELATIONS AND COUNTRY DIRECTORS (unless indicated elsewhere in this section)
	Council: * receives regular updates on issues affecting members and nursing profession. * commissions new work as required from Trade Union Committee, Professional Nursing Committee and International Committee, This includes approval of controversial new or amending existing policy	N/A	N/A	N/A	N/A	N/A	Committee: * leads policy development in new and existing areas. * will approve new and updated existing policy positions. However, there may be times when they make recommendations to Council to approve . More details are in the Committee's ToR	Committee: * leads policy development in new and existing areas. * will approve new and updated existing policy positions. However, there may be times when they make recommendations to Council to approve . More details are in the Committee's ToR	Committee: * leads on international policy development in new and existing areas. This includes developing new and amending existing policy positions *will, where applicable, makes recommendations to Council to approve	N/A	N/A	Country boards approve policy on country specific issues	Executive Team monitors social, economic and health and social care policy environment and recommends new areas of work to Trade Union and Professional Nursing Committees
		N/A	N/A	N/A	N/A	N/A	Committee works with Country and Regional Boards to ensure RCN policy is applied UK wide	Committee works with Country and Regional Boards to ensure RCN policy is applied UK wide	N/A	N/A	N/A	Boards ensure UK wide policy is implemented in country/region and local intelligence is shared to inform UK Policy development	

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15 GOVERNANCE ARRANGEMENTS (to note cross reference to No 2)													ACCOUNTABLE OFFICER - EXECUTIVE DIRECTOR OF GOVERNANCE (unless indicated elsewhere in this section)
GOVERNANCE STRUCTURE AND WAYS OF WORKING TO NOTE - consultation may not be applicable where there is a legal requirement to comply. For example, register of interests. In these instances, communication and guidance will be shared	Council approves changes to governance structures and ways of working, on recommendation from the Governance Committee	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	In line with their terms of reference, the role of the Committee is to support Council to discharge its governance duties. It does this through regular review of the governance arrangements, governance documentation and policies, and where applicable makes recommendations to Council	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Committee: *consulted on proposed changes relevant to them. *where applicable, once the decision has been made by council, will ensure changes are actioned	Boards: *consulted on proposed changes relevant to them. *where applicable, Once the decision has been made by council, will ensure changes are actioned	Executive Team makes recommendations to Governance Committee for change or new developments.
	Council is notified of effectiveness of current consultation arrangements	N/A	N/A	N/A	N/A	Committee reports to Council on the effectiveness of current consultation arrangements	N/A	N/A	N/A	N/A	N/A	N/A	Executive Team implements consultation and communications strategy ACCOUNTABLE OFFICER - CHIEF OF STAFF
	Council ensures all elected and appointed members of Council and Committees have access to induction and development	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committees agrees the development of induction and development programme for council and committee members	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Committee: * identifies its learning and development needs * agrees its induction programme accordingly and works with Governance to deliver the programme	Boards agrees their induction programmes and work with their Country/Region to deliver the programme	
GOVERNANCE POLICIES AND PROCEDURES	Council approves RCN governance policies and procedures, including elections, on the recommendation of the Governance Committee To note, this will include appointing the UK Returning Officer	N/A	N/A	N/A	N/A	Committee reviews RCN governance and elections policies and procedures and recommends to Council	Committee: * is consulted on proposed changes, as required *ensure subordinate committees of TUC feed into this process	Committee: * is consulted on proposed changes, as required *ensures subordinate committees of PNC feed into this process	N/A	N/A	N/A	Boards: * are consulted on changes, as required * ensure branches and local networks feed into this process	Executive Team makes recommendations for changes to RCN arrangements to Governance Committee
REPORTING	Council reports back to membership after each formal meeting	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Boards report back to Council after each meeting	
MEMBERS / DIRECTORS/TRUSTEE DISCIPLINARY POLICIES (e.g member resolution policy)	Reviews and agrees RCN member resolution policy and processes	N/A	N/A	N/A	N/A	Committee recommends member resolution policy to Council to approve	Committee: * is consulted on proposed changes, as required *ensure subordinate committees of TUC feed into this process	Committee: * is consulted on proposed changes, as required *ensure subordinate committees of PNC feed into this process	N/A	N/A	N/A	Boards: * consulted on changes, as required * ensure branches and local networks feed into this process	Executive Team : *make recommendations to Governance Committee on changes to the member resolution policy and associated documents *General Secretary and Chief Executive is responsible , in consultation with Chair of RCN Council to set up investigations and disciplinary processes
AGM	Council approves the agenda and arrangements on recommendation from Governance Committee and communicates to members	N/A	N/A	N/A	N/A	Committee recommends the AGM agenda to Council and oversees the arrangements for the AGM	N/A	N/A	N/A	N/A	N/A	Boards have a role in promoting the RCN AGM and any votes and should ensure that the members are informed about the issues to be discussed Boards promote and support Branch AGMs	Executive Team organises the AGM and implements its communication strategy. They recommend the agenda to the Governance Committee
CONGRESS	Council approves business agenda of Congress on the recommendation of the Agenda Committee, as described in the Congress policy	N/A	N/A	N/A	N/A	N/A	Committee encourage reps and rep committees to submit agenda items Committee ensure reps places are filled, in accordance with the criteria and guidance for voting places	Committee encourage forums to submit agenda items Committee ensure Fom voting places are filled, in accordance with the criteria and guidance for voting places	N/A	N/A	Committee: * meets throughout the year to oversee the arrangements for Congress and reports regularly to Council. * recommend the business agenda to Council to approve	Boards encourage members to submit agenda items. Boards ensure Branch voting places are filled, in accordance with the criteria and guidance for voting places	Executive Team organises and delivers Congress within budget ACCOUNTABLE OFFICER - EXECUTIVE DIRECTOR OF RCN ENGLAND / CHIEF OF STAFF

