

Council scheme framework for delegation of authority

Delegation Framework Heading	Delegated by RCN Council	Other Governance Committee	Chief Executive	Executive Team Accountable Officer	RCN Group Boards
Legal Structure	N	Governance Support Committee makes recommendations to Council	Makes recommendations to Council/Governance Support Committee Implements decisions	Jane Clarke	RCNi Directors recommend changes to Council. RCN Foundation Trustees seek RCN Council approval for any changes to RCN Foundation structure
Governing Documents	N	Governance Support Committee makes recommendations to Council	Makes recommendations to Council/Governance Support Committee Implements decisions	Jane Clarke	RCNi Directors recommend changes to Council RCN Foundation Trustees recommend changes to RCN Council for approval by Companies House and the Charity Commission/OSCR
Statutory & Legal Compliance	P	Professional Nursing Committee ensures RCN meets Royal College requirements Trade Union Committee ensures RCN meets its requirements as a Special Register Trade Union	Is accountable to Council for ensuring that all the statutory and regulatory compliance reporting requirements are met	Jane Clarke	RCNi Directors ensure RCN Publishing Ltd meets all its responsibilities under the Companies Act. Trustees ensure RCN Foundation meets all its obligations as a charity and Company Limited by Guarantee.

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		Audit Committee reviews compliance management framework			
Internal Control Framework	P	<p>Audit Committee focuses on those risks on the Group Risk Register that could change the strategic direction of the organisation</p> <p>It also monitors implementation of the recommendations of Internal Audit programmes</p>	Responsible for ensuring the strategic Group risk register is maintained and for providing assurance to Audit Committee and Council that organisational risks are being managed effectively	Jane Clarke	<p>RCNi Directors and RCN Foundation Trustees accountable for maintaining its own strategic risk registers.</p> <p>RCNi and RCN Foundation part of the Group Internal Programme. RCNi Directors and RCN Foundation Trustees accountable for implementing recommendations of Internal Audits</p>
Strategy	P	<p>Finance & Investment Committee recommends strategy to Council</p> <p>Professional Nursing Committee recommends professional agenda to Council</p> <p>Trade Union Committee recommends TU strategy to Council</p>	Responsible for developing and delivering the Group strategy	Jane Clarke	<p>Directors approve RCNi Strategic Plan</p> <p>RCN Foundation Trustees lead and approve the RCN Foundation Strategic Plan</p>
3 Year Plan	P	Finance & Investment Committee leads the process for developing the Group	Responsible for developing and	Jane Clarke	Directors approve RCNi 3 Year Plan

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		<p>priorities and plan on behalf of Council</p> <p>Professional Nursing Committee recommends plan for Royal College to Council.</p> <p>Trade Union Committee recommends plan for Trade Union to Council</p>	delivering the Group plan		Trustees approve RCN Foundation 3 Year Plan
Performance Reporting	P	Finance and Investment Committee reports to Council on delivery against the Plan as part of Corporate Dashboard	Accountable for delivering against the Group plan and regular reporting performance as part of Corporate Dashboard	Jane Clarke	<p>RCNi Directors agree KPI's and monitor delivery against them.</p> <p>RCN Foundation Trustees agree KPI's and monitor delivery against them.</p> <p>Report to RCN Council as part of Group Corporate Dashboard</p>
Financial Strategy	P	Finance & Investment Committee recommends financial planning assumptions to Council for agreement	<p>Responsible for recommending financial planning assumptions in line with projected operational activity.</p> <p>Implements agreed budget</p>	Tim Golbourn	<p>RCNi Directors approve the financial strategy</p> <p>RCN Foundation Trustees approve the financial strategy</p>

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Financial Regulations	N	Audit Committee recommends Financial Regulations and any changes to RCN Council	Responsible to Council for ensuring Group Financial Regulations are complied with Recommends changes to policies and authority limits to Audit Committee Implements decisions/any changes	Tim Golbourn	RCNI Directors and RCN Foundation Trustees are consulted on agreed Group Financial Regulations and any changes to them.
3 Year Budget	N	Finance & Investment Committee recommends annual budget to Council	Submits proposed budget to Finance & Investment Committee based on agreed strategic plan, 3 Year plan and financial strategy	Tim Golbourn	RCNI Directors recommend the 3-year budget to Council. RCN Foundation Trustees approve 3 year budget
Pension Scheme	N	Finance & Investment Committee reviews pension scheme arrangements regularly and recommends any changes to Council	Proposes changes to arrangements to Council	Tim Golbourn	RCNI Directors and RCN Foundation Trustees consulted on any changes which affect the staff who work for them
Investment Strategy & Compliance	P	Finance & Investment Committee reviews that strategy and statement of investment principles and recommends any changes to Council.	Proposes changes to the Values statement and Investment Strategy Monitors the performance of long and short terms investments.	Tim Golbourn	RCN Foundation Trustees agree and adopt Group Values Statement and Investment Strategy Sets its investment strategy and statement

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					<p>of investment principles</p> <p>RCNi Directors recommends to Council the arrangements for any placement of RCNi funds in an investment portfolio</p>
Financial Control Framework	P	Finance & Investment Committee takes decisions or makes recommendations to Finance & Investment Committee in accordance with Financial Limits Schedule	Takes decisions or makes recommendations to Finance & Investment Committee in accordance with Financial Limits Schedule	Tim Golbourn	<p>RCNi Directors take decisions in accordance with the Group Financial Limits Schedule</p> <p>RCN Foundation Trustees take decisions in accordance with the Group Financial Limits Schedule.</p>
Property Strategy	P	Finance & Investment Committee reviews the RCN Property Strategy every five years and makes recommendations to Council for any changes/actions	<p>Leads review and makes recommendations to Finance & Investment Committee.</p> <p>Implements Council decisions in line with the procurement policy and financial regulations</p>	Tim Golbourn	RCNi Directors approves all property contracts in accordance with the Group Financial Limits Schedule
New Business Development	N	Finance & Investment Committee is responsible for reviewing all non-subscription	Proposes new work streams and reviews and reports	Tim Golbourn	RCNi Directors recommends to Council any new or

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		income generation and proposes new work streams to Council	performance of non-subscription income to Finance & Investment Committee for approval Implements Council decisions		changes to existing services provided to RCN Members
Membership & Subscription Rates	N	Professional Nursing and Trade Union Committees recommend any changes to membership strategy to Council Boards ensure any change to the strategy are implemented Makes recommendations to Council on subscription strategy and annual increases in subscription rates.	Delivers the membership strategy and recommends any changes to subscription rates.	Tim Golbourn	
Policy Development	P Trade Union Executive powers reserved to Council	The Professional Nursing and Trade Union Committees lead UK policy development in new areas and reviews existing policy positions and recommend any new or changes in policy positions to Council. Country Boards approve policy on Country Specific Issues	Monitors social, economic and health and social care policy environment and delegates new areas of work to the Professional Nursing and Trade Union Committees. Implements Committee decisions	Bronagh Scott	
Governance Arrangements	N	Governance Support Committee reviews the	Makes recommendations for	Jane Clarke	RCNI Directors and RCN Foundation

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		governance structure and terms of reference and recommends any changes to Council	change or new arrangements. Implements consultation and communications strategy and implements any agreed changes		Trustees review the effectiveness of its governance arrangements and approve any changes.
Human Resources	P	The Group Remuneration Committee recommends to Council any material changes to the organisation structure and remuneration strategy It reviews and ratifies all redundancy or ex-gratia payments made to staff	Leads and manages the staff of the RCN. Works with the Partnership Forum to negotiate staff terms and conditions of employment within the financial parameters agreed by Council	Donna Kinnair	
Awards and Honours	N	Awards Committee oversees awards and makes recommendations to Council	Manages the awards process	Jane Clarke	
Equality & Inclusion	P	Professional Nursing and TU Committees ensure that the strategy is implemented.	Implements the RCN equality and diversity strategy	Donna Kinnair	RCNi Directors and RCN Foundation Trustees champion equality and diversity and manage performance against it.

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Key

N – Not Delegated

P - Part Delegated

Yellow - Takes Decisions

Blue - Recommends Decisions

Green - As formally delegated some responsibilities

Brown - Is consulted on decisions