

<b>Who does this policy apply to?</b>
This policy applies to elected RCN Council Members.
<b>Purpose and description of the document</b>
Terms of Reference for specified RCN Committees and other RCN and Group formal groups, state that Council members form part of the membership This policy outlines the process to follow when allocating Council members to specified committees
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# Contents

Section no.	Section title	Page
	Document details	
1.0	<a href="#"><u>Introduction</u></a>	3
2.0	<a href="#"><u>Aims and Objectives</u></a>	3
3.0	<a href="#"><u>Committees allocated to specific Council Members by virtue of the office that they hold</u></a>	3
4.0	<a href="#"><u>The process to follow when assigning Council Members to Committees</u></a>	4
5.0	<a href="#"><u>Objections to allocations</u></a>	5
6.0	<a href="#"><u>Upon allocation</u></a>	5
7.0	<a href="#"><u>Interim Allocations</u></a>	5
8.0	<a href="#"><u>Attendance</u></a>	5
9.0	<a href="#"><u>General principles</u></a>	6

## Committee Appointments Policy for Council Members

1. Introduction
  - 1.1 Terms of Reference for specified RCN Committees and other RCN formal groups, such as partnership boards (Groups) and the RCNi Board (as listed in Appendix A) state that Council members form part of their membership.
  - 1.2 This document forms the Royal College of Nursing (RCN) Committee Appointments Policy for Council Members. It details the aims and objectives of the policy and sets out the processes to follow when allocating Council Members to them.
  - 1.3 Additional Committees may be established in the future which are not listed in Appendix A. If their Terms of Reference require Council Members form part of their membership, this policy and the processes contained within will apply.
  - 1.4 In this policy 'committee' and 'committees' shall mean 'Committee' and 'Committees'.
2. Aims and Objectives
  - 2.1 The aims and objectives of this Policy are to:
    - Guarantee Council membership on Committees as required by Terms of Reference.
    - Ensure that opportunities to join a Committee are fairly distributed amongst Council members.
    - Ensure that Committees achieve quoracy in line with their Terms of Reference.
    - Ensure that good governance is upheld through active participation across Committees.
  - 2.2 The assignment of a Council Member to a Committee and their attendance at meetings and participation thereof, is of equal importance to their role on Council.
3. Committees allocated to specific Council Members by virtue of the office that they hold
  - 3.1 By virtue of the office they hold, the RCN President, RCN Chair of Council, RCN Honorary Treasurer and RCN Chair of Congress, are required to belong to certain Committees. These are referred to Ex-Officio members in the Terms of Reference. The details of these are set out at Appendix A.

4. The process to follow when assigning Council Members to Committees
- 4.1. To ensure that opportunities to join a Committee are fairly distributed amongst Council Members, and to allow members the opportunity to fully engage and contribute to their assigned Committee, assignments will be reviewed every two years (biennially). Members assigned to a Committee will therefore have a two-year term of office on the Committee.
- 4.2 The biennial review should take place in the summer of that calendar year, to help facilitate the organisation of the corporate calendar for the following year commencing 1 January.
- 4.3 All Council members will be required to be a member of at least one Committee and it will be the responsibility of the Executive Director of Governance to ensure that this is the case.
- 4.4. As a general rule, Council members should not be a member of more than two Committees at any one time and should not be Chair of more than one. There will be some exceptions due to ex-officio roles, however other such instances will require case by case consideration, and approval, from the Chair of Council.
- 4.5. In accordance with the RCN Standing Orders, no elected member may Chair the Remuneration Committee and Governance Committee simultaneously.
- 4.6. In accordance with the RCN Standing Orders, the following members of Council may not Chair the Remuneration Committee or Governance Committee: Chair of Council, Vice Chair of Council, Honorary Treasurer, President, Deputy President.
- 4.7 The Chair of Congress may not be a member of, or Chair, any of the committees to which Council allocates Council members.
- 4.8 In order to ensure shared understanding on matters of governance and risk between the Group Audit Committee and the Governance Committee, at least one member of the Governance Committee must simultaneously be a member of the Group Audit Committee.
- 4.9 For each biennial review, the Governance Team will collate information on:
  - how many Council Member places are required on each Committee as per the Terms of Reference.
  - the frequency of Committee meetings (time commitment).
  - which Council Members have sat on which Committees and for how long.
- 4.10 The Governance Team will liaise with the Chair of Council to invite expressions of interest from Council Members stating which Committee

they would like to join and why. Council Members should confirm that they can meet the time commitments in their expressions of interest.

- 4.11 The decision as to which Council Members should be assigned to which Committee lies with the Chair of Council, in consultation with the Executive Director of Governance, who will take the following factors into consideration:

- Matters of diversity, equity and inclusion.
- What other Committees/ the Council Member has been assigned to previously.
- Time commitments.
- Past attendance at committee meetings, where relevant.
- Relevant skills as identified in the Council Members skills matrix.

- 4.12 Under the direction of the Governance Secretariat Manager, the Governance Team will keep up-to-date records of Council Members assigned to Committees.

## 5. Objections to allocations

- 5.1 Where a Council member is unhappy with the Committee they have been allocated, they should raise this with the Chair of Council who will discuss the matter with the Executive Director of Governance in the first instance. The factors as outlined at 4.10 will be taken into consideration when considering any requests to change allocation. The decision of the Chair of Council is final.

## 6. Upon allocation

- 6.1 Allocations will be communicated to Council Members and Committee Chairs accordingly, via the Governance Team.

## 7. Interim Allocations

- 7.1 In instances where Council members may be unable to attend Committee meetings assigned to them for a period of time for any reason, the Chair of Council, in consultation with the Executive Director of Governance will determine the process for filling such an interim vacancy to ensure the aims and objectives of this policy continue to be met.

## 8. Attendance

- 8.1 Council Members are expected to attend committee meetings for the committees that they are members of. The Terms of Reference of each committee set out the reasons why a committee member may be removed from a committee. This includes failing to attend three consecutive meetings (excluding special ad hoc meetings).

## 9. General principles

### 9.1 The RCN is committed to the Nolan principles. An effective Assigning Council Members to Committees will assist Council Members in adhering to these principles:

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** Holders of public office should be truthful.
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.