

INTERNAL CONTROL FRAMEWORK

Tasks and responsibilities	Council	Group Audit Committee	Country and Regional Boards
RISK MANAGEMENT	Council reviews and notes Group risk register 1/4ly, following assurance from the Group Audit Committee	Committee: <ul style="list-style-type: none"> * reviews and approves the Group risk register 1/4ly on behalf of the Group's governing bodies before it is presented to RCNF Board and RCN Council to note. * can approve escalated risks raised at its meetings * is assured by the RCN Executive Team that the Group risk framework is being complied with 	Each Board will review and approve their risk register at each meeting . Where applicable, risks can be escalated to the Group risk register.
Appointment of internal auditors and agreement of internal audit programme	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: <ul style="list-style-type: none"> * receives and approves all the internal audit reports and action plans to implement findings. *monitors implementation of recommendations and reports to Council and RCN Foundation Board (via their Committee report) 	Board: <ul style="list-style-type: none"> *receive findings of internal audits that impact on country and regional performance, where applicable *ensure findings are implemented in their country/region, where appropriate

BUSINESS STRATEGY

Tasks and responsibilities	Council	Country and Regional Boards
	Council: <ul style="list-style-type: none"> * 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. 	Boards input to the RCN strategy
	Council receives 1/4ly report on progress against RCN strategy and agrees any requests to change priorities	Boards receive 1/4ly report on progress against their annual KPIs and targets and agree any actions

FINANCIAL STRATEGY AND COMPLIANCE			
Tasks and responsibilities	Council	Finance and Investment Committee	Country and Regional Boards
INVESTMENT STRATEGY	Council approves RCN strategy and statement of investment principles and any changes to the statement to meet the strategy on the recommendation of the Finance and Investment Committee	Committee: * reviews the RCN strategy and statement of investment principles and recommends any changes/action required to RCN Investments to RCN Council, including significant changes to the Values Statement and its approach to investment * is assured by RCN Executive Team and the Group's/RCN Investment Managers	Boards will be consulted as part of the process for reviewing and agreeing any significant changes to the RCN Investment Strategy and its approach to its investments
	Council will consult with the membership on any significant changes to the RCN Values Statement and its approach to investments		

ANNUAL BUDGET			
Tasks and responsibilities	Council	Finance and Investment Committee	Country and Regional Boards
	Council approves and monitors RCN budget	Committee recommends RCN budget to Council to approve, after being assured by RCN Executive Team	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

FINANCIAL CONTROL FRAMEWORK			
Tasks and responsibilities	Council	Finance and Investment Committee	Country and Regional Boards
EXPENDITURE			
PROCUREMENT	Council approves the RCN procurement strategy and any changes to it on the recommendation of the Finance & Investment Committee	Committee recommends the strategy and any changes to Council. The strategy is reviewed on a 3 yearly cycle	Boards ensure that the procurement strategy is implemented across countries and regions

FINANCIAL CONTROL FRAMEWORK, cont'd			
INCOME			
EXTERNAL INCOME GENERATION FROM SPONSORSHIP, GRANT MANAGEMENT, FUNDRAISING AND OTHER EXTERNALLY FUNDED PROJECTS	Council approves RCN business cases for external income generation in accordance with Schedule of Financial Limits (in excess of £1m), on recommendation from Finance and Investment Committee	The 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	Boards ensure the arrangements are complied with in accordance with the Schedule of Financial Limits
OTHER FINANCIAL PROCEDURES			
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	Committee recommends RCN member finance policies to Council to approve, for example branch funding,	Boards ensure members are consulted on and briefed on changes as appropriate
INSURANCE (including Professional Indemnity Insurance)	Council will receive assurance from Group Audit Committee that the Group has sufficient insurance cover for that year	Not applicable	Boards report back on risks with insurance or financial implications via country or regional risk registers

ESTATES STRATEGY			
Tasks and responsibilities	Council	Finance and Investment Committee	Country and Regional Boards
	Council reviews property strategy and approves any changes / decision on the recommendation of Finance and Investment Committee	Committee reviews the RCN property strategy every 5 years and makes recommendations to Council for any changes / action required	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

MEMBERSHIP AND SUBSCRIPTION RATES		
Tasks and responsibilities	Council	Country and Regional Boards
MEMBERSHIP STRATEGY	Council reviews and agrees the membership strategy and any changes to membership categories, on recommendation of Governance Committee	Boards: * ensure strategy is implemented and promotes RCN membership * receive progress on recruitment and retention targets in their performance reports
SUBSCRIPTION RATES	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 rates. (ordinary resolution to reagree the dispensation)</i>	Boards are consulted before recommendations are made and ensure that branches and local networks are included in that consultation process

POLICY DEVELOPMENT		
Tasks and responsibilities	Council	Country and Regional Boards
	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	Country boards approve policy on country specific issues
		Boards ensure UK wide policy is implemented in country/region and local intelligence is shared to inform UK Policy development

GOVERNANCE ARRANGEMENTS		
Tasks and responsibilities	Council	Country and Regional Boards
GOVERNANCE STRUCTURE AND WAYS OF WORKING <i>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</i>	<p>Council approves changes to governance structures and ways of working, on recommendation from the Governance Committee</p>	<p>Boards consulted on proposed changes relevant to them. Once the decision has been made by council, where applicable, they will ensure changes are actioned</p>
	<p>Council ensures all elected and appointed members of Council and Committees have access to induction and development</p>	<p>Boards agrees their induction programmes and work with their Country/Region to deliver the programme</p>
GOVERNANCE POLICIES AND PROCEDURES	<p>Council approves RCN governance policies and procedures, including elections, on the recommendation of the Governance Committee</p> <p>To note, this will include appointing the UK Returning Officer</p>	<p>*Boards: * are consulted on changes, as required * ensure branches and local networks feed into this process</p>
MEMBERS / DIRECTORS/TRUSTEE DISCIPLINARY POLICIES (e.g member resolution policy)	<p>Council reviews and agrees RCN member resolution policy and processes</p>	<p>*Boards: * are consulted on changes, as required * ensure branches and local networks feed into this process</p>
AGM	<p>Council approves the agenda and arrangements for the AGM on recommendation from Governance Committee and communicates to members</p>	<p>Boards have a role in promoting the RCN AGM and should ensure that the members are informed about the issues to be discussed</p>
		<p>Boards promote and support Branch AGMs</p>
CONGRESS	<p>Council approves business agenda of Congress on the recommendation of the Agenda Committee as described in the Congress policy</p>	<p>Boards encourage members to submit agenda items.</p>
		<p>Boards ensure Branch voting places are filled, in accordance with the criteria and guidance for voting places</p>

EQUITY, DIVERSITY AND INCLUSION		
Tasks and responsibilities	RCN Council	Country and Regional Boards
CHAMPION OF DIVERSITY AND HUMAN RIGHTS IN THE HEALTH AND SOCIAL CARE SECTOR	<p>Council approves and champions the Group EDI strategy, on the recommendation of the Group EDI Committee.</p>	<p>Boards consulted on the development of the Strategy and ensures it is implemented</p>