

**Report to members of the confidential meeting of
Council held on Wednesday 27 September 2017 at RCN
HQ, Cavendish Sq, London, W1G 0RN**

Pay Campaign Review and Next Steps

1. We spent much of our one-day meeting this week discussing the pay campaign so far and our next steps.
2. To date the campaign has gone well and we have succeeded in raising the profile of our campaign with both politicians and the general public as well as engaging more of our membership.
3. However the Government has only given the vaguest of signals that there will be increased wage rises from next year. The Treasury has written to the Pay Review Body setting out its remit for making recommendations on pay. It re-iterates that it can apply greater flexibility in its approach but fails to explicitly mention scrapping the cap.
4. We took the decision on Wednesday to continue our campaign for fair nursing pay and that we will move towards balloting members on industrial action if the 1% cap is not lifted in the November budget.
5. The next phase of our campaign will therefore be focussed on political influencing and ballot readiness.
6. We were also briefed on the safe staffing report [here](#) which was published on Friday 29 September.

Congress 2018

7. We were updated on the first meeting of the new Agenda Committee and plans for 2018 in Belfast.
8. We also considered a detailed evaluation of 2017 Congress and an action plan to inform planning for future Congresses. In particular we

will be exploring why so many members register and then do not attend Congress.

9. Our plans for 2018 are well advanced. We will be opening registration at the beginning of December and members wanting to attend Congress as a voting member are asked to [apply for funding](#) by 1 November and to confirm their travel and accommodation requirements as soon as possible to enable us to get the best possible rates on flights to Belfast.
10. We confirmed that Congress will be held in Liverpool in 2019, 2020 and 2021 to give us the opportunity to complete a full options appraisal to inform our decisions on venues for Congress from 2022 onwards. In particular we will be looking at a number of new venues in other parts of the UK with a particular focus on Wales.

2018 Awards

11. We received a report from the President for arrangements for the 2018 Fellowships, Award of Merit and Rep of the Year Awards. Can I ask you to prioritise communicating the Awards. We have so many amazing members out there and it would be great to see more of these being recognised through our Awards.
12. All the paperwork and deadlines for nominations are available on the website [here](#).

RCN Foundation

13. We approved the final documentation for the amalgamation of various of the RCN Foundation's funds into two main Benevolent and Education Funds.
14. We consulted you on these plans earlier in the year.

RCN Bulletin

15. In November we will be launching a fully searchable digital version of Bulletin. This will make Bulletin available article-by-article on the website, in a similar format to the online version of Nursing Standard. It will be mobile-optimised making it fully readable on phones and tablets.
16. When the digital version of Bulletin goes live articles will be published on-line as soon as they are ready while saving some features for release at the same time as the printed version of Bulletin is sent out. This will make Bulletin news stories more immediate and current.

17. Council agreed last week that once the digital publication is embedded members will be invited to opt out of receiving a hard copy of the magazine to get an enhanced experience and on sustainability grounds.
18. New members will automatically receive the digital version.

Finance and Business Enablement

19. Janet Davies, Chief Executive & General Secretary, briefed us on the priorities of the Executive Team since our last meeting. Janet presented the first version of a new Governance/Executive dashboard which will enable both ET and Council to monitor performance against new key performance indicators.
20. We also agreed the timeline and process for a wider review of the RCN expenses policy and related processes with a view to any changes being effective from January 2019.

Council Review implementation

21. We continued to work on the detail of the new governance structure to be introduced on 1 January 2018 when a new smaller Council will focus on the financial agenda and governing the organisation and two new committees will focus on our Trade Union and Royal College agendas.
22. At our meeting last week we finalised a consultation on the impact of the changes made to the role and composition of the Country and Regional Boards in 2012 and whether further changes were needed. We also took the opportunity to update the Board terms of reference which are attached in appendix A.
23. A timeline and brief for a follow-on review of the structure and function of branches in 2018 was also agreed

RCN Boards – terms of reference

Role and delegated authority of the Board

Pursuant to Standing Order 23.1, the role of the Board is further described as follows:

- i. to be accountable for the development of RCN policy and contribute to RCN policy in [N Ireland/Scotland/Wales/England] within principles established by RCN Council
- ii. to be accountable for and ensure that priorities set by Council are actioned in that region or country
- iii. to liaise and communicate with members in that region or country and put forward their views, ideas and concerns
- iv. to be accountable for and ensure that region or country works in partnership with external stakeholders in line with the decisions of RCN Council
- v. to contribute that region or country's perspective to RCN strategy and planning
- vi. to be accountable for and monitor that region or country's performance against its annual operational plan and budget
- vii. to be accountable for and ensure that issues specific to that region or country that may have UK-wide implications are raised with RCN Council and/or its committees
- viii. to encourage, promote, facilitate and support the advancement of nursing in all its specialities within the region or country in line with RCN strategy and policy.

Membership of the Board

Members of the Board must be a member of the RCN as defined under Standing Order 5.2

There shall be no more than 15 members of the Board.

Members of the board (other than student members) must have been in continuous membership of the RCN for three years immediately prior to the close of nominations for the election in which they are elected.

Membership of the Board shall comprise the two Council members for the region or country together with members elected using locally defined constraints applied at the voting stage in elections.

Elections to the Board

Elections to the Board will be conducted in accordance with Council's electoral procedure and regulations for elections and under the guidance of the RCN Returning Officer.

Elections will use the voting with constraints model, constraints being applied at the voting stage.

Term of office

The term of office of elected members of the Board shall be four years and members shall be eligible for re-election for one further term of office.

One half of the Board members shall retire every two years.

Each term of office is four years. The maximum no of terms a member can serve is set out in the Regulation on terms of office approved by Council in 2014.

The office of a member of the Board shall ipso facto be vacated in line with the provisions for Council members in the Charter, Standing Orders and regulations and if they cease to be a member of a branch in the country/region.

Mid-term (casual) vacancies

A vacancy on the Board caused by death, resignation or otherwise shall be filled in accordance with the process for filling casual vacancies agreed by Council in 2013.

Chair and officers of the Board

Pursuant to Standing Order 7.9, the Board will elect a chair biennially from amongst the Board membership *

The Board will also elect a Vice Chair biennially from amongst the Board membership ~~and who shall not be a Council member.*~~

Meetings and quorum

Meetings of the Board shall take place a minimum of three times a year.

The quorum for each meeting shall be half the board or, if an odd number, rounded up.

Notices

Provisions under Standing Orders 26 to 30 apply to the sending of notices.

Any notice or document to be sent or supplied to Board members in connection with them taking decisions may be done in the manner in which they request - for example, by post or by electronic means.

Reporting to and from RCN Council and delegation

Council will provide a report to Boards of each of its meetings. The report will outline actions for Boards. Boards will report back to Council via its Council member.

Delegated authority to Boards will be via the agreed scheme of delegation.

Secretary of the Board

The Secretary to the Board shall be the Country or Regional Director.

They shall be appointed in accordance with the RCN's staff recruitment processes and in consultation with the Board Chair.

The Secretary to the Board shall ensure that minutes are kept of the meetings and decisions of the Board and its committees using the agreed templates for the purpose.

The Secretary to the Board shall be responsible for implementing or causing to be implemented the decisions and policies of the Board.

Removal from the Board

A Board member may be removed before the end of their term of office on the grounds that such a member of the Board has:

- a) exceeded their powers in a way that is detrimental to the RCN
- b) failed to discharge their duties
- c) acted in breach of the RCN's Dignity Charter
- d) acted in a manner likely to bring the RCN into disrepute

The policies and processes laid down by RCN Council in relation to disciplinary and competence matters will be followed in such circumstances.

The red text reflects amendments made to the terms of reference to reflect constitutional changes agreed by Council since the Terms of Reference were approved by Council in 2012

*As part of the transitional arrangements for implementing the Council Review Recommendations the Board Chair and Vice Chair will be elected for one year only in 2018.

Reviewed and approved by Council 27 September 2017.