

## **Council Scheme of Delegation Policy**

### **1. Purpose**

- 1.1 This policy establishes and outlines a framework for delegations of authority for the Royal College of Nursing Group decision making. Policies and procedures are determined by RCN Council.
- 1.2 The policy encompasses:
  - 1.2.1 The delegation of authority framework
  - 1.2.2 The Scheme of Delegation
  - 1.2.3 The schedule of financial limits
  - 1.2.4 The financial regulations and related policies and procedures
- 1.3 The delegation of authority framework will ensure:
  - clarity around decision making within the RCN
  - effective internal controls and monitoring are in place
  - accountability and responsibility are devolved to the appropriate level within the RCN
  - delegations align with RCN Council, Committee, RCN Group Board or specific position
  - efficiency and effectiveness in the administrative decision making

### **2. Scope**

- 2.1 This policy applies to RCN Council and Committees, RCN Group Boards and RCN officers and executives who may be in a position to make decisions or exercise authority on behalf of the RCN.

### **3. Policy Statement**

#### **3.1 Delegation of Authority**

The delegation of authority framework establishes which officers, boards or committees of the RCN Group and members of the executive can make decisions or act on behalf of the RCN.

Delegations may relate to financial transactions, legal or contractual arrangements, policy and practice decision making and staffing and other administrative matters.

#### **3.2 Power to Delegate**

RCN Council may delegate to any committee or executive all or any of its powers, authorities, duties and functions under the Rules set out in Schedule 1 to the Standing Orders other than

-the power of delegation; and

-the powers and decisions it reserves for its sole authority under its terms of reference.

Under its terms of reference it reserves to itself the following matters:

- The Approval of annual revenue and capital budgets
- Approval of annual report and accounts
- Approval of major capital projects
- Agreement of changes to overall governance structures
- Approval of setting up of subsidiaries
- Recommendations to the AGM of changes to the Charter and Bye Laws
- Agreement of changes to the RCN Rules
- Agreement of the agenda of general meetings
- Agreement of annual subscription rate to be put to the AGM
- Agreement to any changes in membership categories
- Development and monitoring of the strategic plan
- Appointment and accountability of the General Secretary
- Approval of staff remuneration and major changes in rules of the pension scheme
- Approval of Fellowships and Awards of Merit

Under the Royal Charter RCN Council appoints a Chief Executive & General Secretary as the Chief Executive Officer to whom it delegates the day-to-day management of the organisation and the implementation of Council decisions.

The Council may revoke a delegation by a decision at a meeting.

### 3.3 **Exercise of delegation**

Where the Council or the holder of an office, a board or committee or a member of the executive delegates any of its or their powers, authorities, duties or functions, they may be exercised or performed by the delegate in accordance with the terms of the Scheme of Delegation

The delegate may not further delegate the power, authority, duty or function.