	Tasks and responsibilities	Council	

	Tasks and responsibilities	Council	RCNi	RCN Foundation	Governance Committees	Trade Union Committee	Professional Nursing Committee	Country/Regional Boards	Chief Executive & General Secretary (Executive Team)
				Council scheme of delegation					
		Agrees the Audit Fee	external auditors to RCN Council	external auditors to RCN Council	and audit fee and oversees tender process as required.				
	Annual Report and Financial Statements	Approves consolidated Annual Report and Financial Statements on recommendation of Executive Team and Audit Committee. Council approves the accounting policies contained within the annual report and Financial Statements Sign letters of representation on assurance from Audit Committee and Executive Team	Approves Annual Report and Financial Statements Approves the accounting polices contained within the annual report and Financial Statements Signs letter of representation on assurance from the RCNi Executive Team	Approves Annual Report and Financial Statements Approves the accounting polices contained within the annual report and Financial Statements Signs letter of representation on assurance from the Head of Foundation	Audit Committee reviews the consolidated Annual Report and Financial Statements for consistency and appropriateness and reviews accounting policies and procedures. Audit Committee confirms that the Annual Report and Financial Statements represent a true and fair statement of the RCN Group's financial position. Audit Committee receives the report from the auditors which sets out the audit process followed, issues raised and any recommendations made. Audit Committee presents their recommendation to Council that the final audited Annual Report and Accounts to Council can be approved.	Committee provides relevant information to be included	Committee provides relevant information to be included	Boards provide relevant information to be included	Executive Team prepare and review annual report and accounts. Executive Team assures Council, that annual reports and financial statements are fully compliant with relevant accounting requirements and all relevant and requested information has been made available to the auditors before Council can sign Letter of Representation Accountable Officer: Director of Finance & Business Enablement
4	**Internal Control Framework**								
	Risk Management	Council reviews Group risk register quarterly.	RCNi maintains its own risk register based on the same format and policy as the RCN Register	RCN Foundation maintains its own risk register based on the same format and policy as the RCN Register	RCN Audit Committee reviews Risk Register quarterly	TU Committee will maintain its own risk register	Professional Nursing Committee will maintain its own risk register	Board review country/regional risk register quarterly	Risk Register is reviewed monthly by Executive Team Accountable Officer: RCN Group Secretary
	Appointment of Internal Auditors and agreement of Internal Audit Programme	Council appoints Group Internal Auditors on recommendation of Audit Committee Receives a quarterly report from the Audit Committee on the quality of the control environment in place	RCNi represented on appointment panel for the Group Internal Auditors RCNi forms part of the Internal Audit Programme	RCN Foundation represented on appointment panel for the Group Internal Auditors RCN Foundation forms part of the Internal Audit Programme	Audit Committee recommends the appointment of an Internal Auditor to deliver an annual Internal Audit Programme which is approved by the Committee			Findings of internal audits on country/regional performance are presented to the relevant Board	Executive Team puts together the Annual Internal Audit Programme It considers each report and the findings and agrees the actions to be taken and the timelines for those actions to be completed.

	Tasks and

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Council scheme of delegation

	Tasks and responsibilities	Council	RCNi	RCN Foundation	Governance Committees	Trade Union Committee	Professional Nursing Committee	Country/Regional Boards	Chief Executive & General Secretary (Executive Team)

	Tasks and responsibilities	

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				Council scheme of delegation					
		the agreed financial strategy	compliance with the agreed financial strategy		with the achievement of strategic and operational plans and financial strategy				costed repayment schedules and cash flow forecast
	Losses, Bad Debts and Special Payments	Council agrees losses in accordance with the Financial Limits Schedule			Audit Committee agrees losses in accordance with the Financial Limits Schedule.				Accountable Officer : Director of Finance & Business Enablement Executive Team agrees and reviews losses in accordance with Financial Regulations. Accountable Officer: Director of Finance & Business Enablement
	Member Financial Policies	Council approves all financial governance policies as set out in the financial regulations Council oversees communication and consultation with members on changes as appropriate	These are group governance policies and RCNi Board of Directors is consulted on the detail	These are group governance policies and RCN Foundation is consulted on the detail	All Governance Committees are consulted as appropriate on any proposed changes to member financial policies				
	Representing the RCN internationally and across the UK	Agrees Council representation at UK and International Events			Member Representation at UK events is agreed by the relevant Committee/ET member International Committee approves the process for selecting the appropriate RCN representation at international events				

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		Council scheme of delegation							
		Members approve in General Meeting the framework, within which Council works Council agrees any							

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				Council scheme of delegation					
		a general meeting if required Ensures all elected and appointed members of Council and Committees have access to induction and development	basis and approves any changes RCNi Directors oversees delivery of induction and development programme	basis and approves any changes Trustees oversees delivery of induction and development programme	Council on the effectiveness of current arrangements Governance Support Committee oversees the development of induction and development programme for members	Ensure that Reps Committees feed into this process Contributes to the development and delivery of induction and development for members	networks feed into this process Contributes to the development and delivery of induction and development for members	networks feed into this process Contribute to the development and delivery of induction and development for members	Accountable Officer: RCN Group Secretary
	Governance Policies and Procedures	Approves governance policies and procedures Including election procedures Appoints UK Returning Officer Appoints/Dismisses RCNi Chair In extraordinary circumstances could dismiss the Boards of RCNi or RCN Foundation as a whole Prepares regular reports to members after each meeting and oversees formal consultation process on important changes to structure, policies and processes	RCNi Board of Directors approves governance policies and procedures RCNi Directors oversee the appointments process and approves Director appointments recommended by an appointments committee	Trustees approve governance policies and procedures Trustees oversees the appointments process and approves appointments recommended by an appointments committee	Governance Support Committee draws up and reviews governance and elections policies and procedures of the organisation for recommendation to Council Governance Support Committee reviews process for formal consultation annually and recommends any changes to Council	Consulted on any proposed changes Ensure changes are actioned and report back any issues. Ensure that Committees feed into this process if appropriate	Consulted on any proposed changes Ensure changes are actioned and report back any issues. Ensure that forums and networks feed into this process if appropriate	Consulted on changes Ensure changes are actioned and report back any issues Ensure that branches and local networks feed into this process Boards play a vital role in the interface between Council and Members	Makes recommendations for change Accountable Officer: RCN Group Secretary UK Returning Officer RCN Group Secretary
	Members/Directors/Trustee Disciplinary Policies	Reviews and agrees disciplinary policy and procedures	RCNi has its own policy and procedures	RCN foundation has its own policy and procedures					Chief Executive & General Secretary is responsible in consultation with the Chair of Council to set up investigations and disciplinary processes. Accountable Officer RCN Group Secretary