

Terms of Reference: RCN UK Representatives Committees

1. Name of Committees

UK Skills and Education Committee

UK Health and Safety Representative Committee

UK Leadership Representative Committee

2. Purpose

The main purpose of the three committees is to enhance the voice, act as a communication conduit and input on relevant activity for RCN accredited representatives, respectively representing stewards, health and safety representatives or learning representatives and to report to the RCN Trade Union Committee to support the advancement of nursing in line with RCN strategy and policy.

3. Responsibilities

3.1 The role of each of the UK Representatives Committees is to:

Give RCN accredited representatives a voice

- a) To advise and be consulted on activity relating to RCN accredited representatives, including for their recruitment, support and development
- b)

Input into relevant work

- a) To advise and be consulted on the development of RCN policy, strategy and planning relating to RCN accredited representatives
- b) To work in partnership internally and externally in furtherance of the interests of accredited representatives
- c) To shape and direct the development of the programmes for UK

- 5.3 The dates of the meetings shall be agreed by RCN Council, following consultation with the Committee Chairs, in the year preceding that in which the meetings are to be held.
- 5.4 Special ad hoc meetings may also be called if the business of the UK Representatives Committees is of such urgency that it cannot wait until the next meeting.
- 5.5 The quorum for decision-making is half the Committee.
- 5.4 The rules and procedures in the apply to the UK Representatives Committees.
6. Membership
- 6.1 There shall be 12 members of each of the three UK Representatives Committees as follows:
- One member from each of the twelve RCN UK countries and regions, to be elected by the respective accredited representatives (stewards, learning and health and safety representatives) in each country and region for each committee i.e. Stewards, Learning Representatives and Health and Safety Representatives Committees.
- 6.2 Members of each of the UK Representatives Committees must be accredited RCN representatives of either stewards, health and safety representatives or learning representatives as appropriate to the committee.
- 6.3 Further eligibility requirements are set out in the and in the specific election procedure for each election which is held.
7. Observers
- 7.1 Observers may attend meetings at the discretion of the Chair and the agreement of the relevant UK Representatives Committee.
- 7.2 Observers can speak and/or participate in a meeting only with the permission of, or at the request of, the Chair.
- 7.3 Individuals attending BT/F1G 0 1 126.02 179.66 Tm0 g0 G[the)4(-3(p)-2(e)5(r)3(m)3(i)-2

- 11.6 The process for the election of Chair and Vice Chair will be conducted in accordance with the .
- 12. Staff support, advice and guidance
 - 12.1 The lead Executive Director is the Director of Legal and Member Relations who will ensure support and advice to the UK Representatives Committees is provided as appropriate.
 - 12.2 Committee members and staff will work together positively and cÜt&KĐncKiye\$2qri tRSi t eRZiKhAKheRCN?EiRe&OeckRChaĐKeĐqRKÜRdeŞiyeDR the purposes of the Committee and within the Operating Framework**.
 - 12.3 In the situation where key professional advice presented by staff is not accepted by the UK Representatives Committees, the advice and reasons for not accepting the professional advice will be fully documented in the minutes of the meeting. Should the responsible director/sponsor conclude this position poses a risk to the organisation and its members, the circumstances will be brought to the attention of the General Secretary & Chief Executive who will assess the seriousness of the position and advise the Chair of Council accordingly. Should a resolved position not be reached the matter will be escalated to Council for a determination on the way forward.
 - 12.4 The Governance Support team will

