



Governance Support Committee
Policy approved by RCN Council 27 July 2023
Date of implementation: 27 July 2023
Date of next review: July 2026
Department responsible for Review: RCN Governance Support Team

POLICY SUMMARY:

As an RCN office holder or staff member you should:	As an organisation we will:
<p>Familiarise yourself with this policy and follow it.</p> <p>Refer to any guidance or legal positions as referenced in the policy.</p>	<p>Ensure that this policy and supporting information and processes are clear and accessible</p> <p>Identify a team or individual responsible for keeping this policy under review and in line with any relevant updated guidance.</p> <p>Review and/or audit this policy and associated processes and procedures at least every 3 years .</p> <p>NOT interpret this policy in a way that stifles collaboration and innovation on behalf of the RCN and its members.</p> <p>Take appropriate action if this policy is breached.</p>



- 3.3 As much notice as is practicable shall be given of the date of a special meeting. However, the notice period should not be less than 48 hours unless the business is so urgent that it cannot wait.
- 3.4 Pursuant to Standing Order 19.1 which states that there should be at least three clear days' notice of a meeting of the Council it is recognised that this is not always practicable in the case of very urgent business. Consequently,

- 4.5 The secretariat, chairs and staff leads who sign off minutes should work together to achieve these timelines.
- 4.6 Minutes will be treated as draft until signed off at the following meeting.
- 4.7 Minutes (except for those of confidential business – see section 16) of Council, board and committee meetings which are listed on the Governance page of the website will be published on the RCN website following once they have been approved at the following meeting.
- 4.8 Minutes will be held on the RCN website for a period of 12 months following which they will be available on request via the Governance Team or Board Administrators.
- 4.9 A table setting out the current agreed arrangements for the publication of minutes and reports for Council, the boards and each committee is appended to the policy and process document and will be reviewed annually.
- 4.10 Guidance on the writing of minutes is set out at Appendix B
- 4.11 Papers will, as far as reasonably be practicable, provided in alternative formats to support those with disabilities.

## 5. CHAIRING OF MEETINGS

### 5.1

## 7. ADJOURNMENT

- 7.1 The Chair may adjourn a meeting to later the same day or to a future fixed day and time and shall do so if directed by the meeting. The Chair shall also decide whether it is appropriate to adjourn the meeting if a quorum is not present.
- 7.2 No business shall be transacted at an adjourned meeting other than business left unfinished at the meeting which was adjourned.
- 7.3 If a meeting is adjourned for less than seven days, no notice need be given of the adjourned meeting or of the business to be transacted at the adjourned meeting.

*Items proposed by Members of the College*

- 9.1 Members of the College may, subject to this policy, submit proposals for items to be considered at such Council meetings as the Council shall specify in advance.
- 9.2 Unless otherwise specified, those meetings will be the two-day Council meetings held in each quarter of the year, during sections of such meetings which are "open sessions".
- 9.3 In order to submit items for consideration, a Member must notify the Governance Team at such address as the Council shall make available to Members from time to time, in such format as the Governance Team may specify from time to time.

Such notice must:

- 9.3.1 Be r

considered for inclusion on the agenda at the discretion of the Chair.

## 10. MEMBERS' ITEMS AT MEETINGS OF BOARDS AND COMMITTEES

- 10.1 Agenda Items may be proposed by the Chair and individual members of the Board or committee.
- 10.2 An item proposed by such member will be included on the agenda for the meeting if notice of the item has been received by the secretary to the committee and agreed by the Chair before the agenda for the meeting has been circulated.
- 10.3 An item received after the agenda for the meeting has been circulated will only be taken in the case of urgency as determined by the Chair.
- 10.4 Items proposed by other members will be considered for inclusion on the agenda at the discretion of the Chair.

## 11. CLOSURE OF DEBATES

- 11.1 Any member of the Council, board or committee can propose that either the matter be put to a vote or that the meeting should proceed to the next business.
- 11.2 If agreed that there should be a vote the Chair will ask the presenter of the paper to speak before the vote is taken.

## 12. VOTING

### 12.1





- 15.1 Under Charter Rule 2.1 the Council can delegate any of its powers to another committee.
- 15.2 The delegated committee (which includes Boards) has the power to make decisions on behalf of the Council in accordance with their terms of reference and the Scheme of Delegation. Anything else must be decided by the Council.
- 15.3 Meetings of committees and Boards therefore must only address

a complaint  
legal advice or matters covered by legal professional  
privilege  
those

- 19.2 In a situation where such advice is not accepted the advice, and reasons for not accepting that advice, will be fully documented in the minutes of the meeting.
- 19.3 Should the responsible director 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.
- 19.4 Should a resolved position not be reached in the case of a committee<sup>9</sup>







## Appendix A – Meeting documents and publications, as at June 2023

RCN Governance Body	Agenda, Papers and Minutes	Documents circulated and social media usage
Council	Agendas, papers and minutes and recordings of open meetings published on website	<ol style="list-style-type: none"> <li>1. Summary report circulated to Country and Regional Boards and bodies which report to Council</li> <li>2. Summary report, including report of confidential business, published on the RCN website</li> </ol>
Professional Nursing Committee	Meeting agendas published on the website	<ol style="list-style-type: none"> <li>1. Summary Report produced for Council and circulated to Country and Regional Boards and bodies which report to the Committee</li> <li>2. Summary report published on the website</li> <li>3. Key messages Tweeted</li> </ol>





members post key  
messages on social  
media

**m**

*discussion*