Remuneration and Appointments Committee – candidate pack

One REC member and one independent member

**Closing date for applications:** Tuesday 27 May 2025

**Interviews held:**  Thursday 19 June 2025

Introduction

REC appoints REC members and independent members to its committees to provide independence, impartiality and wide experience. The REC is now looking for candidates from outside the recruitment industry and from its membership to join its Remuneration and Appointments committee. In both appointments, it is seeking to broaden the base of advice for the Board and the Executive team and bring wider scrutiny to decision making.

These vacancies arise as a result of current members’ terms of office expiring. The independent role will bring external expertise (most likely from an HR or remuneration background), working alongside REC member colleagues with a recruitment sector background.

# Overview

The Remuneration and Appointments Committee provides external advice and expertise to inform the Recruitment and Employment Confederation's (REC) appointment, performance and remuneration processes.

The successful candidates will be expected to think strategically and influence decisions at a senior level.

They will need to establish constructive relationships with stakeholders including other Committee members, Board members and staff.

## Indicative timetable for the process

Vacancy advertised: w/e 9 May 2025

Closing date: Tuesday 27 May 2025

Shortlisting completed: Monday 9 June 2025

Interviews held: Thursday 19 June 2025

## Remuneration

Travel and subsistence expenses are refundable within limits set by the REC subject to periodic review. The role is unpaid.

## Time commitment

The Remuneration and Appointments Committee will meet as required, but at least twice per year (for governance recruitment interviews), usually for a day, with additional time required for reading meeting papers and other business.

## Term of office

The initial appointment is three years. Individuals may be reappointed to the Remuneration and Appointments Committee for a further term up to a maximum of six years, subject to satisfactory performance and the needs of the REC.

## Contact

For information about the role or the selection process, please contact:

Please contact the Chair of the Remuneration and Appointments Committee: Andrew Harvey: [questedh@hotmail.co.uk](mailto:questedh@hotmail.co.uk)

# About the Recruitment and Employment Confederation

We drive standards and empower recruitment businesses to build better futures for their candidates and themselves. We are champions of an industry which is fundamental to the strength of the UK economy.

We provide legal advice, business support and training to help the recruitment sector, and we celebrate the individuals involved in this industry, which contributes £44.4 billion annually to the UK economy.

REC members are recognised for their professionalism and the value they provide to clients and candidates. If a recruitment agency displays the REC logo, it's a sign of quality. It demonstrates that they have passed our Compliance Assessment and adhere to our Code of Professional Practice.

We work with recruiters and employers across the UK. Our team includes legal, compliance, policy, qualification and account management experts who have specific experience working with recruiters to help their businesses thrive.

The REC is a UK registered company, limited by guarantee and is also a profit with purpose organisation.

To learn more about our strategic aims, please review the corporate documents available on our website at [https://www.rec.uk.com/,](https://www.rec.uk.com/) including the REC Annual Report and Accounts at <https://www.rec.uk.com/about-the-rec>.

# The role and composition of the Remuneration and Appointments Committee

Committees of the REC Board are: Audit and Risk, Professional Standards and Remuneration and Appointments. The committees submit reports and updates to the Board on a routine basis.

The Remuneration and Appointments Committee oversees appointments, performance and remuneration policy in relation to the Board, non-executives and staff of the REC and makes recommendations to Board.

## Terms of Reference of the Remuneration and Appointments Committee

* Determine the salary and reward package for the CEO.
* Receive reports from the CEO on the performance and reward of the senior team.
* Approve departures from the budgeted approach to staff pay settlements.
* Support the REC Board to identify skills needs on the Board and in the committees.
* Ensure a diversity of experience and background on the REC Board.
* Seek, interview and recommend the appointment of new Board and committee members, to the REC Board.

## Membership

* Membership of the committee is five.
* No one person can be a member of more than one committee at the same time.
* The Committee comprises:
  + One REC Board member (appointed by the REC Board)
  + Two REC members (appointed by the Board on the recommendation of the Remuneration and Appointments Committee)
  + Two independent, non-REC members (appointed by the Board on the recommendation of the Remuneration and Appointments Committee, on the basis of the skills required to compliment the other members of the Committee)

The committee elects one of its members to be the **Chair**, who can serve in that role for a term of up to three years. Members of the REC Board may sit on a committee, but only in the role reserved for a Board member. The Board member cannot chair the Remuneration & Appointments Committee.

# Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates for membership of the Remuneration and Appointments Committee.

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| Competence | Evidence |
| Understanding of the role of the REC | Demonstrates a clear understanding of the role and purpose of the REC, including its status as a membership body  Fully endorses the REC’s role in promoting equality and diversity |
| CIPD qualified and/or relevant experience of working at a senior level in human resources/talent management or in non-executive recruitment | Demonstrates an ability to scrutinise non-executive appointments processes; reward and recognition models including pay structures; recruitment and selection processes; performance management; disciplinary processes through to dismissal; equality and diversity and organisation development processes  Ability to scrutinise and challenge systems and make recommendations based on current best practice/tried and tested trends, having carefully analysed options which could be applied to our organisation and processes  Knowledge of strategic people issues and best practice as well as the balance of a tactical and strategic approach |
| Experience of corporate governance and the role of the non-executive, most particularly the role of remuneration and appointments committees | Demonstrates a clear understanding of the components of good governance, with specific experience of executive or non-executive service on a remuneration and appointments committee  Understanding and respect of the boundaries between non-executive and executive roles and ability to challenge and support staff to continue to improve performance |
| Excellent communication skills with high-level numeracy and analytical skills | Shows respect for the opinions of others, actively listens and engages with different views and demonstrates independent thought and judgement while willing to support collective decisions  Demonstrates a high level of integrity (including when dealing with confidential or sensitive issues)  Ability to present an argument and articulate reasons for reaching decisions demonstrates high-level numeracy and analytical skills |

# Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity. All appointments are made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience.

We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The REC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its governance structure reflects that commitment.

# On appointment

Those appointed will be eligible to claim expenses, at rates set by the REC, for travel and subsistence costs incurred necessarily on REC business. Expenses are subject to periodic review.

Members are appointed to the Remuneration and Appointments Committee for a period not exceeding three years. Candidates will be advised of their individual term on appointment.

Re-appointments can be made at the end of the first period of appointment for a further period not exceeding three years, subject to consistently high performance and the needs of the REC.

No person may serve on the Remuneration and Appointments Committee for longer than a total of six years.

## Location

Meetings are usually held at the REC offices in central London, with some shorter meetings online.

# Applying for a post

All applicants are required to submit a CV and a supporting statement of no more than 500 words.

We must receive your completed application no later than the closing date of Tuesday 27 May 2025. Late applications will not be accepted.

The REC will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

Equality of opportunity – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

Applications, which must be in Microsoft Word, should be emailed to [tricia.wombell@rec.uk.com](mailto:recruitment@rec.uk.com)