

Recognition and Remuneration Committee

Terms of Reference

Purpose of the Committee:

The BASW Recognition & Remuneration Committee (R&RC) is a constitutional committee which advises Council on remuneration of Directors of BASW UK and other members, ensuring the rights and interests of members across all four nations are upheld. Its aims are to safeguard the Association by ensuring remuneration is in line with our Articles of Association, regulations, relevant policies and rules, law and our Code of Ethics, taking into account BASW's overall financial position.

The R&RC will:

1. Keep under regular review the terms of BASW's remuneration of Directors and other members, in compliance with our Articles of Association, our Regulations and any rules and policies determined by Council. This review will take place within an agreed timetable and at least every two years.
2. Provide timely and relevant advice and/or recommendations about issues it is asked to consider by BASW Council.
3. Proactively identify and provide advice or recommendations to Council on issues of concern/change about remuneration and recognition for honorary officers, committees, staff* or members that are raised through any aspect of its work, including relevant matters raised by other members or senior staff.
4. Meet at least twice per year, by remote joining or face to face, and meet occasionally on other occasions in order to meet deadlines.
5. Appoint a regular Chair from amongst members of R&RC for a period of 2 years from appointment, renewable for another 2 years. The Chair will be approved by Council.
6. Maintain a membership of no less than four and no more than six full voting members, one only of which will be a current Council member. Currently remunerated members are not eligible for membership of this committee. Term of committee membership will be 12 months renewable for up to another 24 months.
7. Seek representation from all four nations of the UK in its membership.
8. Seek appropriate advice to ensure diversity and equality issues are considered by the R&RC in terms of membership and recommendations.
9. Have a quorum of three members for recommendations to Council. Meetings where the quorum is not met may continue but cannot make recommendations to Council.
10. Receive secretariat support from the CEO and her office (Executive Officer for Governance).
11. Produce written minutes of its meetings, to be agreed by members within four weeks of the meeting by email consultation and made available to Council (confidential item).
12. Treat as confidential all matters discussed in the committee.

13. Act in good faith, use relevant external and internal advice and up to date information on (e.g.) good governance and reasonable remuneration levels, ensuring the Code of Ethics underpins decisions.
14. Immediately declare to the committee and CEO any conflicts of interest.

New members of the committee will be sought through advertising amongst the membership. A standard role description and statement of skills required will be used to advertise and consider applications. The nominations committee will consider applications and make appointments.

*The R&RC has no responsibility or power to recommend action in relation to contracts of employment or salary matters, which are dealt with by HR and Council.