

## Terms of Reference

<b>1</b>	<b>Purpose</b>
	<p>The ADEPT Engineering Board shall:</p> <ul style="list-style-type: none"> <li>• Discuss and give due consideration to engineering-related policy themes such as: <ul style="list-style-type: none"> <li>➢ Devolution</li> <li>➢ Collaboration and support</li> <li>➢ Long-term funding</li> <li>➢ Resilience and sustainability</li> <li>➢ Competencies</li> <li>➢ Skills and development</li> <li>➢ Innovation and efficiency</li> </ul> </li> <li>• Share acquired knowledge and best practice;</li> <li>• Liaise with other ADEPT Boards (e.g. Transport) as appropriate;</li> <li>• Support, receive updates from and direct as appropriate the work of its own sub-groups (i.e. Street Lighting, Soils and Materials Design Group, Asset Management and Bridges);</li> <li>• Provide representation on national groups (such as UKRLG, HMEP etc);</li> <li>• Work with engineering industry organisations (such as NHT, M2i, RSTA, HTMA etc) to provide support and technical input to activity that advances the engineering sector.</li> </ul>
<b>2</b>	<b>Meetings of the Board</b>
	<ul style="list-style-type: none"> <li>• There shall be three meetings per annum, generally in January, June and October;</li> <li>• The January meeting shall be held the day after the ADEPT annual dinner;</li> <li>• The ADEPT President shall be invited to attend the January meeting and, if available, provide a personal perspective on ADEPT and work of the Engineering Board;</li> <li>• If there is a willing host, either the June or (more traditionally) the October meeting shall be a ‘provincial meeting’ so that, in addition to the meeting, there shall be an opportunity to see a practical, site-based application of engineering somewhere in England;</li> <li>• Apart from any provincial meetings, all meetings shall be held at the Royal Institute of Naval Architects (RINA);</li> <li>• All meetings of the Board shall commence at 10am, irrespective of the location of the meeting</li> </ul>
<b>3</b>	<b>Governance</b>
	<ul style="list-style-type: none"> <li>• The Engineering Board shall elect a Chair from its current membership and that Chair shall remain in post until retirement, promotion to the role of President or the individual wishes to voluntarily ‘stand down’;</li> <li>• The Engineering Board shall elect a Deputy Chair from its current</li> </ul>

	<p>membership and that Deputy Chair shall remain in post until retirement, promotion to a more senior role within ADEPT or the individual wishes to voluntarily 'stand down';</p> <ul style="list-style-type: none"> <li>• The Chair shall oversee the proceedings of all Engineering Board meetings unless unavailable, in which case the Deputy Chair shall undertake this role;</li> <li>• If the Chair and Deputy Chair are unavailable to attend a meeting of the Engineering Board, the Chair shall nominate an attending member of the Board to oversee the proceedings of the meeting on his/her behalf;</li> <li>• The Engineering Board shall elect a Secretary from its current membership and that Secretary shall remain in post until retirement, promotion to a more senior role within ADEPT or the individual wishes to voluntarily 'stand down';</li> <li>• The Secretary shall take and circulate minutes of all Engineering Board meetings, as well as making arrangements for all meetings at RINA;</li> <li>• The host of the provincial meeting shall be responsible for arranging all aspects of the meeting, assisted by the Secretary;</li> <li>• The role of Secretary can be fulfilled by the Deputy Chair;</li> <li>• The Chair of the Engineering Board shall be the primary point of media liaison for all engineering-related issues.</li> </ul>
<b>4</b>	<b>Membership and attendance</b>
	<p>Any ADEPT member authority may provide a representative to attend the Board  The Chairs of all Engineering Board sub-groups are expected to attend all meetings  Representatives of the Department for Transport, the Technical Advisers' Group and other organisations are welcome to attend meetings.</p>