

Terms of Reference

1	Purpose
	The ADEPT Engineering Board shall: • Discuss and give due consideration to engineering-related policy themes such as: ➢ Collaboration and support ➢ Long-term funding ➢ Resilience and sustainability ➢ Competencies ➢ Skills and development ➢ Innovation and efficiency • Share acquired knowledge and best practice • Liaise with other ADEPT Boards (e.g. Transport & Connectivity) as appropriate • Support, receive updates from and direct as appropriate the work of its own sub-groups (Street Lighting / Soils and Materials Design and Specification / Bridges) and the Joint UKRLG/ADEPT Asset Management Board • Provide representation on national groups (e.g. UKRLG) • Work with engineering industry organisations (such as NHT, RSTA, LCRIG) to provide support and technical input to activity that advances the highways sector.
2	Meetings of the Board
	• There shall be four meetings per annum, generally in January, April, July and October. • Unless by exception meeting will be held on MS-teams. • 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. •
3	Governance
	• The Engineering Board shall elect a Chair and Vice Chair from its current membership. • The Chair shall oversee the proceedings of all Engineering Board meetings unless unavailable, in which case the Vice Chair shall undertake this role. • If the Chair and Vice 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. • Secretarial support will be provided by the chair. • The Secretary shall take and circulate minutes of all Engineering Board meetings, as well as making arrangements for all meetings. • The host of the provincial meeting shall be responsible for arranging all aspects of

	the meeting. • The Chair of the Engineering Board shall be the primary point of media liaison for all engineering-related issues.
4	Membership and attendance
	• Any ADEPT member authority may provide a representative to attend the Board. T • The chairs of all Engineering Board sub-groups are expected to attend all meetings or to provide a written update. • Representatives of the Department for Transport, the Local Government Association and Proving Services (representing the Future Highways Research Group) will have a standing invitation to attend and provide updates. Other professional organisations such as RSTA are welcome to attend meetings.