



SME ADVISORY GROUP TERMS OF REFERENCE

Introduction

Enginuity believes that “given the opportunity one engineer can change their world and ours” and that engineering and manufacturing will be the key to unlocking a greener, safer, more sustainable and more productive world for.

Enginuity wants to take a key role by helping to ensure that employers have access to the skills and talent both now and in the future to engineer the changes needed.

We have an ambition to be the “sector connector” for engineering and manufacturing, bringing organisations together, joining dots and initiatives for maximum sector impact. We recognise the important role of SMEs in the supply chain and the acute challenges faced in getting access to the right skills and talent when needed. Enginuity wants to be able to do more to support SMEs within the sector and help amplify the voice of SMEs with Government, education and other stakeholders.

This advisory group comprising SME organisations will be an important step forward in the delivery of this ambition.

Purpose of the Group

- To provide sector and organisation insight at a senior level to inform Enginuity’s strategy, charitable focus and provide specific SME insight to the board of trustees and the Executive team.
- To provide an advisory role to the Enginuity board and executive to help inform strategy and charitable activities. The advisory group has no role in the governance of Enginuity.
- To help Enginuity identify realistic and affordable activities and initiatives that its board of trustees can consider for investment in support of the SME community.
- To give feedback and insight to the Enginuity and EAL teams on product development to help better meet the needs of SMEs within the sector and also to respond to emerging and future needs.
- Develop an advocate and champion network of SMEs who we can also tap into for marketing activities to help encourage other SMEs to invest in skills and talent.

Responsibilities of the Group

- To provide strategic insight relating to the skills and education landscape in general, more specifically the engineering and manufacturing sector and how any changes may impact their own business.
- To provide guidance and intelligence to inform Enginuity thereby ensuring that Enginuity Group strategy and product/service range, as far as possible, meet the needs of SME employers and generates the maximum positive impact to the sector.
- To be mindful that Enginuity is a charity and as such must invest its resources in activities that will create an achievable and affordable impact over the immediate and longer term.



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- To advocate Enginuity Group externally helping to raise the profile of the organisation, identify opportunities to raise Enginuity's profile within their own organisations and network and support the identification of collaboration or partnership opportunities.
- To formally report back to the Board of the discussions and insights from Advisory group meetings.

Membership and Governance

Membership is by invitation of Enginuity based on knowledge, expertise and the external advocacy and profile that the individual can contribute. The invitation will be personal to the individual and cannot be delegated or passed to others within the same organisation.

The group will not exceed 15 members, including the Chair of the group and CEO. Members will serve a maximum term of three years and Enginuity reserve the right to ask a member to step down if the ability to commit to the group or attend meetings becomes too onerous. The group has no role or responsibilities with regards to Enginuity governance.

Members of the Executive Leadership team and other Enginuity staff will attend meetings where their attendance will aid the discussion and outputs. Board trustees are invited to attend as observers.

An Enginuity trustee will chair the first meeting after which group members will elect a Chair for an initial term of 12 months with two further terms of 12 months permissible with the agreement of the Chair, group members and Enginuity.

Meetings

There will be a minimum of two meetings per year of approximately 3 hours in duration, the format of the meetings (face to face, virtual or hybrid) and frequency will be agreed by the group.

Agenda items are to be invited and agendas will be circulated ten days ahead of meeting, with minutes issued within one week of the meeting taking place.

Conflict of Interest

All members of the Advisory Group agree to focus on areas of common interest and not to promote the views/agenda of one organisation.

All members are encouraged to identify conflicts of interest as and when they occur, and members can challenge others if they think they are promoting a particular agenda.

Any member can opt-out of supporting a particular piece of work if it conflicts with their organisation in anyway.