



## CMG Constitution and Structure: 2018 onwards

### Aims

The primary Aim of the CMG is to provide a convenient means of exchange of information, experience and opinion between Members on matters affecting the interests of their companies, their employees and manufacturing industry in Cornwall and beyond, by providing a best practice and mutual support networking forum that brings companies together in a non-competitive atmosphere of mutual trust.

CMG also aims to represent manufacturing publicly in Cornwall and elsewhere; and to wider industry bodies and governmental agencies in a way impossible for individual companies to achieve and be responsive to events in the wider economy and how they affect manufacturing in general and members in particular.

To be seen as representative CMG must be a critical manufacturing mass and ideally that should be between 60 – 80 members representing 30% - 40% of manufacturing capacity in terms of employment and sales.

CMG should be self-funding through an appropriate membership subscription but seek funds from other activities where beneficial to CMG and our Members.

### General Activities

CMG should-

- a. Provide an opportunity for intercompany bilateral cooperation by sharing best practice and/or seeking answers to questions or problems
- b. Enable open discussion on a coordinated approach to fulfilling training needs specific to members. Where appropriate provide a critical mass allowing small groups of members to cooperate in that training.
- c. Engage with schools and colleges to alert young people to the attractions of a career in a Cornish manufacturing company.
- d. Collate and share member feedback on topics of interest, opportunities and challenges within the region
- e. Provide a vehicle for company visits between members and manufacturers outside of Cornwall
- f. Work closely with similar organisations within the South West, in particular the Plymouth and North Devon Manufacturing Groups and the Southwest Manufacturers Network

- g. Work with other organisations such as the Chamber of Commerce and EEF that can provide a route to government to bring manufacturing matters to its attention

#### Specific Activities

- a. Organise regular quarterly meetings open to member CEO/GM or equivalent to discuss issues of mutual concern and hear from specialist individuals or organisations in areas of interest
- b. Work with training providers to ensure course content is relevant to members needs
- c. Hold at least a biennial awards competition and dinner
- d. Hold information specific events on relevant topics such as HR; Legal; Exporting; Finance on an ad hoc basis inviting the appropriate staff from members. If appropriate set up standing groups on subjects either as an information exchange or as a Task & Finish group.
- e. Hold fee paying events open to non-members at a higher cost
- f. Where appropriate charge organisations to present to the Group or for use of the mailing list
- g. Use the strength of the Group to gain benefit from activities other than training
- h. Conduct surveys of members on issues of importance and their contribution to Cornwall's economy
- i. Publicise the work of the Group and activities of its members to raise the level of knowledge of manufacturing's impact in Cornwall and beyond.

#### Membership

The criteria for membership is decided from time to time at the AGM. The current criteria are -

- The company must be based or have a significant operation in Cornwall
- It must be in manufacturing or production or have a value-added process for a physical product (nb this includes food processing)
- It must either have quality systems or be working towards them
- It must employ more than 10 FTE and engage in staff training
- It should have a turnover of circa £750,000
- It must have an attitude of wanting to share as well as learn and to accept visits from other members
- It must aim to sell a significant percentage of its output outside of Cornwall and ideally be involved in export markets
- It must not seek to use the Group's general meetings as a platform to sell or to trade with other members. (This does not preclude members from approaching other members outside of the meetings)

It is not currently envisaged that an Associate membership for non-manufacturing companies or organisations will be developed. Individual organisations with a

manufacturing purpose such as SWMAS or the EEF (but not exclusive to them) can be asked to join if deemed appropriate by the Committee and endorsed by the membership.

## Fees

Membership fees should be changed to a sliding scale depending on the employment size of the company measured in average FTE's over one year. The scale for 2018 scale is-

10 – 49 FTEs	£400
50 – 99 FTEs	£600
100 + FTEs	£800

An introductory fee below the above rates could be levied in the first year so new members can appreciate the benefits of membership.

## Governance

The Group is a Company Limited by Guarantee. It should be able to receive and distribute grants from government and other sources; raise funds from other sources; employ staff; and own assets.

It should be managed by its Members with all major decisions taken at the AGM. Day to day activities are directed by a Chair and Vice Chair, supported by a Committee of no more than 10 including the Chair and Vice Chair, elected at the AGM. It is anticipated that the Chair would serve for 2 or 3 years and that the Vice Chair would then take over to provide continuity.

As a minimum the Group should employ a CEO to carry out its activities. This is unlikely to be a full-time position. Administrative support can be provided through an individual or in cooperation with another organisation such as the Chamber of Commerce or another network or group with similar aims.

Ends