

# CONSTITUTION AND TERMS OF REFERENCE OF THE DESTINATION CONWY MANAGEMENT PARTNERSHIP

## 1. Partnership Name

1.1 The name of the Partnership will be **Destination Conwy Steering Group**

## 2. The Mission

2.1 The Mission of the Destination Conwy Steering Group is to:

“Assist Conwy’s Destination Management in its ambition to deliver a constantly improving Destination.”

## 3. The Objectives

3.1. All the activities and decisions taken by the Steering Group shall contribute (directly or indirectly) towards achieving the goals and objectives of the Destination Conwy Management Action Plan:

3.2. All activities will be undertaken in a manner which promotes equality of access and opportunity for the counties residents whilst showing regard for the further enhancement of the Welsh language, local culture and the natural environment and thus ensure the delivery of sense of place.

3.3. If the Mission is to be achieved and the actions delivered, all partners must turn their general support into specific commitments. Roles and responsibilities should be allocated together with key partner organisations to ensure specific initiatives and actions are delivered.

## 4. Functions

4.1. The Destination Conwy Steering Group will carry out the following functions:-

- i) Provide a local contribution to the successful implementation of the Destination Conwy Visionary Document.
- ii) Support the action plan to drive Destination forward in Conwy County.
- iii) The said action plan to
  - a. Undertake product, promotional and people development activity
  - b. Develop the use of ICT through the tourism sector
  - c. Encourage participation in customer care programmes
  - d. Monitor and review
  - e. Set targets
  - f. Coordinated resources
- iv) Hold an annual Tourism Forum to report on achievements
  - a. Tourism Forum to be an inclusive gathering which should include tourism businesses, Tourism Associations

## 5. Structure and Relationship to other local partnerships

5.1. The Destination Conwy Steering Group will be an informally constituted body.

- 5.2. Elections of members to The Destination Conwy Steering Group will be undertaken tri annually.
- 5.3. Members to be elected for a three year term.
- 5.4. The election process to be a transparent and fair process, robust enough to stand up to external scrutiny.
- 5.5. In order to achieve its objectives Destination Conwy Steering Group must work closely with other local partnerships and groups where applicable.
- 5.6. A representative from the Steering Group shall attend meetings of the Conwy Economic Partnership.

## 6. Composition

- 6.1. Tourism is the key sector of the local economy and as such it has a wide impact across many different communities. The Destination Conwy Steering Group must therefore be inclusive of these communities which include:
  - 6.1.1. Tourism sector businesses.
  - 6.1.2. Other businesses which are indirectly dependent on or affected by the tourism sector.
  - 6.1.3. Business support and other public organisations assisting the tourism sector.
  - 6.1.4. Localities whose economic, social and environmental wellbeing are affected by the tourism sector.
- 6.2. The Destination Conwy Steering Group shall be composed of public, private and third sectors.

## 7. Finance

The business of the Destination Conwy Steering Group may be financed through:

- 7.1. Direct partner funding for individual projects.
- 7.2. Bids made by the Partnership for core and/or project funding.

## 8. Conduct of business

The Partnership and all its subordinate groups will operate on the basis of consensus. In the event of a disagreement the Chair, using all appropriate channels shall seek to resolve any differences arising within the Partnership.

## 9. Meetings

- 9.1. Destination Conwy Steering Group will determine its pattern of meetings so as to ensure proper and timely conduct of the Partnership's business. It will be expected to meet broadly on a quarterly basis. For the convenience of members, the Partnership will agree a forward schedule showing date, timing, venue and location of meetings, normally 6 months in advance.
- 9.2. Meetings will normally be convened by the Chair in conjunction with the Secretariat.

- 9.3 The Chair and Secretariat will draw up an agenda which will be circulated ten working days before the meeting. Minutes of the previous meeting will also be attached.
- 9.4. All additional papers will be sent out with the agenda and minutes.
- 9.5. All activities will be undertaken in an atmosphere of openness and transparency, communication and consultation, including the publicising of its work and disseminating information to a wider community.
- 9.6. Should any member without just reason e.g. health condition or similar fail to attend three consecutive meetings they are removed from their seat on the steering group without further notice.
- 9.7. If any member of the Steering Group, acting either as a representative of a body or as an independent member, wishes to resign from the Steering Group they must submit their resignation in writing to the Chair of the Steering Group. Whilst the resigning member may recommend a substitute, the prior approval of the Steering Group must be obtained before such a substitute may be permitted to attend future meetings.
- 9.8. Members who represent a body at the Steering Group must continue to have their representation endorsed by the body. Should this endorsement be withdrawn for any reason, then the body must without delay inform the Steering Group Chair in writing and submit the name of their new representative for the approval of the Steering Group.