

Destination Conwy Skills and Employment Sub Group

Terms of Reference

Members

Nigel Treacy	Llandudno Snowsports Centre
Glenn Evans	The Royal Oak Hotel (Betws-y-Coed)
Graham Paul Jones	Grwp Llandrillo Cymru
Joe Swiffen	Mynydd Sleddog Adventures Ltd
Bryn Jones	Cwrs Golff y Fedwen Arian
Gareth Ffowcs Williams	We Cycle
Liam Donnelly	Belmont Hotel & Llandudno Bay Hotel
Tamzyn Lawrence	t-l-c, Betws y Coed
Maria McLean	Rydal Penrhos
Tracey Woodbine	Woody's Luxury Glamping
Tansy Rogerson Chair of sub group	Armadillo Events
Cai Ross	Paysanne
Berin Jones	Llandudno Hospitality Association
Kimberley Edmunds	The Jester's Tower
Business and Tourism Manager TBC	Conwy Council
Amanda Ballance	Conwy Council
Jules Arrowsmith	Manorafon Farm Park

To be invited - rep from Jobcentre Plus

To be invited - rep from Conwy Council employability team

To be invited - CCBC rep from education

Functions

The Skills and employment group will carry out the following functions

- Identify Skills and employment challenges across the sector in Conwy
- Work with and influence the development of the Growth Deal Skills academy/talent network that Llandrillo College are leading on
- To look at drawing up good practise for career paths in tourism sectors
- To look at developing good practice in marketing and promoting tourism as a career
- Develop an action plan to identify actions required
- Contribute to the work of the Destination Management Plan group in refreshing the tourism strategy

- Identify opportunities to support and work with local schools/colleges and other academic institutions to generate recruitment opportunities between the sector and students.

Structure

- The group will appoint a chair:- (Tansy Rogerson) has been appointed
- The Chair will sit on Destination Conwy Board, and will ensure that messaging flows between the Skills group and the Board
- Members nominated themselves for the group when Destination Conwy restructure was advertised. However new members can join the group, by agreement with Chair and CCBC tourism manager
- The group is flexible enough to allow attendance at meetings from people outside of the membership, if their contribution or attendance is deemed useful. Prior agreement by Chair and CCBC tourism manager
- CCBC will provide secretariat for the meetings (notes of key actions, meeting invitations, publication of notes on tourism website)

Relationship with other groups

- It is important that all five sub groups of Destination Conwy keep each other informed of the work they are doing. All meeting notes will be saved on the County tourism website (business portal)

Finance

- If the group wishes to bid in for grant money to support its work, this would need to be done via the Board and bids to go under the name of Conwy Destination Partnership

Conduct of business

- The group 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 group with support of CCBC tourism manager

Meetings

- The skills and employment sub group will determine its pattern of meetings so as to ensure proper and timely conduct of the groups business. It will be expected to meet broadly on the following basis. For the convenience of members, the Partnership will agree a forward schedule showing date, timing, venue and location of meetings, (or virtual links) normally 6 months in advance.
- Meetings will normally be convened by the Chair in conjunction with the Secretariat.
- The Chair and Secretariat will draw up an agenda which will be circulated before the meeting. Notes of the previous meeting will also be attached.

- All additional papers will be sent out with the agenda and notes
- All discussions in the meetings are requested to be treated with confidence, thus creating an open environment to feel confident to speak freely.
- 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.
- If any member of the sub group, wishes to resign from the Skills group they must submit their resignation in writing to the Chair of the sub group if it's the chair of the Skills group resigning they must submit their resignation letter to the Chair of the Destination Conwy. Whilst the resigning member may recommend a substitute, the prior approval of the Group must be obtained before such a substitute may be permitted to attend future meetings.