

Terms of Reference for the Vale of Glamorgan – Revised July 2018

Destination Management Partnership

1. Definitions

The Vale of Glamorgan Destination Management Partnership shall hereinafter be referred to as “The DMP”.

The DMP will comprise of a Board which will assist in the review, delivery and monitoring of the Destination Management Plan.

2. Mission Statement / DMP Tasks

Our vision is:

‘To create an attractive and vibrant tourism destination with a positive image for the Vale of Glamorgan capitalising on the Heritage Coast and proximity to Cardiff, encouraging the generation of higher spend and local income through sustainable development and quality facilities to enrich the experience for visitors and residents’.

The DMP will become the leadership and management hub for a fresh approach to partnership working that will ensure closer links between the Vale of Glamorgan Council, the Vale Tourism Association, Visit Wales and key industry stakeholders. This Group will form the focus for better communications, capacity building and coordination of planning and resources.

3. Objectives and Responsibilities

3.1 To support the effective delivery of the Destination Action Plan in the Vale of Glamorgan.

3.2 To contribute towards achieving the goals and objectives of the Vale of Glamorgan Destination Management Plan.

3.3 Be responsible for the evaluation and monitoring of the 2018-2020 Destination Management Plan.

3.4 The DMP will evolve to meet the changing needs of the Vale of Glamorgan and review the Destination Management Plan on an annual basis.

4. Mode of Operation

4.1 The DMP will act as a consultative body for the effective delivery of the Destination Management Plan.

4.2 Members of the DMP are invited to sit on the partnership in an advisory role. Any decisions made shall contribute towards achieving the goals and objectives of the Destination management Plan.

5. Membership

- 5.1 Membership of the DMP is determined by the Vale of Glamorgan Council.
- 5.2 Membership of the DMP will comprise key stakeholders engaged in tourism within the Vale of Glamorgan. Partners will be invited to represent their organisations /associations on the DMP and includes representation from the public, private and volunteer sector. A full list can be found at the end of this document.
- 5.3 Alternate members of the DMP may be put forward by member organisations.
- 5.4 The DMP can agree to invite individuals to assist it in its work. Where such individuals attend meetings they have observer status only and may only contribute to discussions at the invitation of the Chair, or with the prior assent of the Chair.
- 5.5 In the event of a member resigning or otherwise leaving a member organisation, he or she shall cease to be a representative thereof and the member organisation may nominate a new member for agreement by the DMG
- 5.6 The full member and alternate shall be nominated by, and will be accountable to the representative organisation
- 5.7 Membership of DMP shall cease upon:-
- (i) The dissolution or winding up of any organisation which is represented on the board;
 - (ii) Written resignation from an individual member or the organisation which the member represents;
 - (iii) A formal decision of the DMP.
- 5.8 Members of DMP will represent their respective organisations/sectors and will be responsible for communication to those sectors/organisations as appropriate.
- 5.9 Membership may be reviewed annually.
- 5.10 Members that are not present for three or more consecutive meetings may be removed from the DMP.

6. Policy, Management and Meetings

- 6.1 The general management of the affairs of the DMP shall be determined by the DMP which shall meet no less than four times each year.
- 6.2 Sub thematic panels or working groups (if applicable) may meet at any point during the year.
- 6.3 The DMP may appoint subsidiary groups made up of DMP members and shall agree their terms of reference and composition where appropriate. These subsidiary groups may oversee different parts of the action plan / programmes as required. All acts and proceedings of such subsidiary groups shall be reported back to the DMP. Co-opted

specialist advisors may be invited to attend meetings on occasion to assist with the delivery of specific actions within the Action Plan.

- 6.4 A quorum of the DMP shall be one-third of the members.
- 6.5 In the absence of the Chair at any meeting of the DMP and providing the meeting is quorate, the members present may elect a Chairman for that meeting.
- 6.6 Notice of at least 10 working days shall normally be given of a DMP meeting. Exceptionally this notice may be shorter.
- 6.7 The agenda and relevant accompanying papers will be normally circulated 7 working days before any meeting. Exceptionally circulation may be made in a shorter timescale.
- 6.8 Minutes shall be taken of each DMP meeting and will be circulated within 15 working days, after agreement of the Chairman as appropriate.

7. Declarations of Interest

- 7.1 Members of DMP with any interest in project development or who would benefit financially or otherwise from a project or any matter being considered by the DMP, should declare any interest that they may have in a particular agenda item before discussion begins. This declaration will be noted in the minutes. In such a case, the Chair may allow continued participation in discussion at his/her absolute discretion.
- 7.2 Members are reminded that their role in all meetings is to act in the best overall interests of the Vale of Glamorgan as a tourism destination.

8. Secretariat

- 8.1 Staff Employed by the Vale of Glamorgan Council will provide the secretariat service.

Membership

Organisation/Department
Elected Member
Vale of Glamorgan – Regeneration
Vale Tourism Association
Penarth Tourism & Visitor Association
Cowbridge Chamber of Trade
Representative of the traders of Penarth
Barry Chambers of Trade (Holton Rd/High Street)
Visit Wales

Penarth Town Council
Barry Town Council
Cardiff Airport
Vale of Glamorgan – Neighbourhood Services
Vale of Glamorgan – Head of Service, Regeneration & Planning
Vale of Glamorgan – Tourism
Vale of Glamorgan - Events
Barry Island Traders
Vale of Glamorgan – Town Centre Development
Representative of the traders of Llantwit Major
Cowbridge Town Council
Llantwit Major Town Council
Vale of Glamorgan – Communications Manager