

**Tourism Industry Council**  
**Terms of Reference**  
**2023**

**1. Remit**

- The Tourism Industry Council will be a joint industry and government led board composed of employers, small businesses and representative organisations from the leisure and tourism industry.
- The Council will advise Ministers in the goal of ensuring the visitor economy meets its full potential, ensuring the industry's voice is heard and represented.
- It will consider the leisure and tourism industry as consisting of all industries engaged in transportation, hospitality, entertainment, travel, accommodation, events and services actively working for inbound, outbound and domestic tourists.
- The Council will act as a sounding board and point of dialogue between Ministers and the industry to support the implementation of the Tourism Recovery Plan.
- Discussions of the Council will support the Inter-Ministerial Group on the Visitor Economy (IMG) - chaired by the Secretary of State for Digital, Culture, Media and Sport, set up to coordinate government interventions in support of the Visitor Economy.
- The Council's remit will mirror that of DCMS covering the domestic English sector and, where appropriate, issues pertaining to the UK as a whole with representation from the Scottish Government, Welsh Government, and Northern Ireland Assembly.
- The Council will have the power to stand up Working Groups to meet outside of the main Council meetings, focussing on specialist areas and delivering outputs to support tourism and the visitor economy.
- Membership, including the position of co-chair, will be reviewed every 12 months, along with the Terms of Reference of the group with a view to ensuring the Council is appropriately representative across what is a broad and diverse sector.

**2. Roles of the Council members**

- Members will:
  - Engage fully and actively in Council discussions, bringing to the discussion their personal experience and their expert knowledge of the part of the sector they represent.
  - Be a confidential and trusted adviser to government, maintaining confidentiality of TIC meeting papers and discussions.
  - Represent and promote policy and best practice from the Council:
    - i. to the tourism industry
    - ii. within their own organisations
    - iii. to any partners or subsidiaries.
  - Use their expertise to advise on how to achieve improved outcomes for the leisure and tourism sector.
  - Hold government to account for delivery of government proposals and the Tourism Recovery Plan.

- Declare interests to the Council when joining.
- Membership is personal to the individual rather than any organisation or business.
- Members cannot send substitutes when they are unable to attend but every effort will be made to discuss agenda items with the member if an alternative time can be found.
- For security reasons, members must provide mobile numbers in advance if they are choosing to dial in via phone.

### **3. Chair**

The Meeting will be chaired jointly by: the Minister for Sport, Tourism and Civil Society and a representative from the sector invited by the Minister.

The role of the joint-chair will be:

- Chairing Council meetings on an alternating basis depending on the issue.
- Facilitating the Council's discussions.
- Where necessary, meeting with sub-groups of the Council to resolve issues and to hold more detailed policy discussions.

The industry co-chair will also act as the chair of the Workstream Leads Group (WLG) - an industry-led group sitting below the Tourism Industry Council with the remit to: engage in active policy development; provide strategic direction for the Tourism Industry Council to ensure the Council is used most effectively; and oversee the progress and outputs of the Working Groups, seeking a mandate from the Tourism Industry Council as required.

### **4. Frequency and location of meetings**

- The frequency of meetings will be determined by the WLG. Meetings will be scheduled as needed rather than by specific dates, but will take place approximately 2-3 times per year.
- Meetings will be held virtually as standard, but at least one meeting per year will be held in person. Travel expenses will be covered by DCMS when meeting in person.
- Discussions on particular topics may be held between meetings with relevant members or in sub groups.

### **5. Papers**

- Papers on specific items will be commissioned as and when required and will be the responsibility of either DCMS or individual board members.
- Papers for the meetings will be emailed to members at least two days before the meeting. In times of crisis, papers may be circulated at shorter notice.
- Minutes will be taken and will be circulated to all members and attendees. Secretariat will be provided by DCMS.
- Members are not able to share papers with colleagues or non-members.