

Hospitality Sector Council Terms of Reference

Version date: 9 August 2023

Purpose

The Hospitality Sector Council (HSC) is a forum to facilitate cooperation between the hospitality sector and Government. Its overarching purpose is to co-create solutions and to support the delivery of the Hospitality Strategy (published on 16th July 2021). The HSC may decide, where necessary, to consider additional challenges and opportunities facing the sector.

Key Responsibilities

1. The HSC will:
 - Represent the interests of the sector as a whole.
 - Oversee implementation of the Hospitality Strategy, including actions and working groups and provide strategic guidance and constructive challenge to delivery.
 - Provide a forum for discussion and exchange of views about long-term strategic issues across the hospitality sector, including its supply chains.
 - Identify further recommendations for areas of action, agreeing: (i) priority issues for the sector; and (ii) key objectives; to be taken forward by the working groups.
 - Ensure a shared government and industry approach to policy delivery, including by closely working with other government departments and related forums such as Food and Drink Council and the Tourism Board.
2. The HSC will not provide a platform to lobby Government.

Chair

3. The HSC will be co-chaired by:
 - Kevin Hollinrake, Minister for Enterprise, Markets and Small Business (Department for Business and Trade (DBT))
 - Karen Jones, hospitality industry leader

Membership and Quorum

4. Membership will be published alongside meeting minutes on the Government website.
5. Membership is by invitation only and is subject to final agreement by DBT Ministers in consultation with the joint chairs.
6. Members are selected to provide a breadth of knowledge and experience across the hospitality sector and Government. All members are selected in a personal capacity and will be expected to speak for their areas of expertise rather than the specific interests of their organisation.
7. Council meetings will be conducted on a confidential basis to promote full and open discussion. The only exception to this is that attendees may communicate externally the discussions which took place in Council meetings only to the extent that these relate strictly to the meeting notes as recorded and published by HMG. Any comments recorded in these

meeting notes must not be attributed to individual attendees when discussing externally to the Council meetings.

8. Members will not be paid for their participation in the HSC.

9. Members are expected to make every effort to attend meetings. Continued failure to attend may lead to a withdrawal of membership, subject to agreement by the joint chairs.

10. Membership will be reviewed by DBT on an annual basis. Within this period, membership may be amended to take account of changing priorities in the sector in order to ensure appropriate representation and expertise is maintained.

11. Additional representatives will be invited to HSC meetings where appropriate – for example if a specific topic or discussion would benefit from an industry expert not represented on the Council.

12. Quorum for the HSC is 15 members, including officials and co-chairs.

Members' Duties

13. Members must:

- Represent the interests of their sector as a whole.
- Represent and promote the views of the Council to: (i) the hospitality sector, (ii) within their own organisations and (iii) any partners or subsidiaries.
- Use their expertise to advise on how to achieve improved outcomes for the hospitality sector, offering solutions and resources towards these improved outcomes.
- Use their influence in the sector to promote and drive forward activities that the Council elects to undertake and encourage employers to take greater ownership of these activities.
- Promote policy and best practice agreed by the HSC and encourage this in the sectors they represent.
- Monitor progress against agreed objectives and milestones.
- Declare interests to the HSC.
- Not use the HSC to address individual company or private issues or to directly pursue commercial interests.
- Not do any media related to the Council without the express permission of both the joint Chairs.

14. Any failure to meet these duties may result in withdrawal of membership, subject to any agreement by the joint chairs.

Operation and Structure

15. The HSC will meet quarterly unless otherwise required.

16. The role of the HSC is to set strategic direction and to facilitate high level discussion and decision making. Secretariat responsibilities for the Council will be provided by DBT.

17. The key activities of the HSC will be delivered through thematic working groups identified by the Sector Council Members. Workings groups are sector led and have representation from both industry and government departments that have an interest and expertise in the subject matter.

18. Each working group will have a Chair appointed, who is a full-time member of the Council. Each working group lead will report on progress to the HSC on a regular basis.

19. As the working groups are sector led, industry will provide a Chair and Secretariat for these.

20. Working group meetings will be set up by the Chair on a needs basis to deliver priorities agreed by the Council.

21. The working group Chair is responsible for developing proposals, conducting meetings and for capturing, communicating, and tracking agreed actions including deliverables.

22. All documents marked confidential will be treated as such and are not for circulation beyond the members of the Council.

Papers

23. Papers for the meetings will be emailed to members two days before the meeting. In times of urgency, papers may be circulated at shorter notice.

24. Minutes will be taken and will be circulated to all members and attendees.

25. Minutes will be made publicly available on the DBT website.