

CONSTITUTION AND STANDING ORDERS

Revised 13 October 2008

[Note: this Constitution and these Standing Orders shall adopt the defined terms set out in Schedule 4.]

PART A

CONSTITUTION

1 Terms of Reference

- 1.1 The London Luton Airport Consultative Committee (the “Committee”) is an advisory body constituted in respect of London Luton Airport (the “Airport”) in accordance with section 35 of the Civil Aviation Act 1982 (as amended).
- 1.2 The Committee terms of reference and purpose are as follows:
- to enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
 - to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators with a genuine desire on all sides to resolve any issues that may emerge; and
 - to complement the legal framework within which the aerodrome operates.

However, consultation is not intended to detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome, nor to prevent interested parties from raising concerns directly with the aerodrome or through other channels.

2 Membership of the Committee

[Note: the Civil Aviation Act 1982 governs the constitution of the Committee and this Standing Order is subject to section 35 of the Act.]

Composition of the Committee

- 2.1 The Committee shall consist of representatives of the Member organisations listed in Schedule 1a and such other Members who are accepted for membership in accordance with paragraphs 2.10 to 2.14.
- 2.2 Each Member shall be entitled to appoint such number of representatives for the Committee as is set out in Schedule 1 by notice in writing to the Secretary.

- 2.3 In the event of any change the Secretary shall update Schedule 1a immediately to ensure that it accurately reflects the Membership of the Committee and the names of the nominated representatives.
- 2.4 If a representative of any Member organisation shall fail to attend (or be represented at) three consecutive Committee or Sub-Committee Meetings, that Member's right of representation on the Committee or any Sub-Committee will be deemed to have lapsed and the Secretary shall inform the Member organisation and update Schedule 1a accordingly. The Chairman will, if required, adjudicate after consultation with the Committee. However, it will be the duty of the Secretary to advise the Member organisation, in writing, after any Member has missed two meetings.
- 2.5 The Membership of the Committee will be reviewed by the Committee at its Annual Meeting.
- 2.6 A Member may resign at any time in writing to the Secretary and the Secretary will report the resignation to the Committee and update Schedule 1a accordingly.

Substitutes

- 2.7 A representative who is unable to attend a meeting may send a substitute to the Meeting instead.
- 2.8 At the beginning of each meeting all substitutes will identify themselves to the Chairman.
- 2.9 Substitutes shall, for all purposes, be bound as representatives and may speak and vote at Meetings.

Applications for Membership

- 2.10 The Secretary will circulate applications for Membership to the Committee for review in advance of the Meeting at which the application is to be considered.
- 2.11 Applications to join the Committee from companies, organisations or groups should contain details of particular interest in securing membership, the history of the body, its constitution, membership and terms of reference and must be received by the Secretary no later than 14 days prior to the Meeting.
- 2.12 Admission of any company, organisation or group shall be decided on by a simple majority of the votes cast at the Meeting at which the relevant application is considered.
- 2.13 In determining an application for membership the Committee shall consider the following:-
- (a) the provisions of Section 35 of the Civil Aviation Act 1982 (or any statutory modification or re-enactment thereof);
 - (b) the Guidelines for Airport Consultative Committees (December 2003 or any modification or update) issued by the Department for Transport (the "DfT Guidelines") and in particular paragraphs 2 and 6 set out in Schedule 2 of this Constitution;
 - (c) the status of the applicant (e.g. local authority, town council or residents association);

- (d) the objectives of the applicant (e.g. its statutory function or its purpose by reference to a constitution and its particular interest in securing membership of the Committee);
- (e) the membership of the applicant by reference to the number of members and the geographical area covered;
- (f) the existing membership of the Committee and in particular:
 - (i) whether or not a member of the Committee already represents this interest to which the applicant refers;
 - (ii) the balance of representation in the Committee (e.g. by geographical area and/or by population); and
 - (iii) the size of this Committee and its ability to function effectively.

2.14 A representative of an applicant may speak for up to 5 minutes at any Meeting at which its membership is being considered.

3 Officers of the Committee

Chairman

[Note: The Civil Aviation Act 1982 empowers the Airport Operator to appoint the Chairman of the Committee and this Standing Order is subject to that power.]

- 3.1 The Chairman shall be independent and shall be appointed by the Airport Operator subject to consultation and formal approval by the Committee.
- 3.2 The Chairman's role is to preside over Meetings of the Committee.
- 3.3 The Chairman's term of office is for a period of 3 years, renewable for one further period of three years. Any time spent served as Joint Chairman is to be counted when reckoning time in office. However, exceptionally a single further 1 year term may be proposed by the Airport Operator. Acceptance by the Members will be indicated by a simple majority of votes cast at the Meeting by a show of hands.
- 3.4 Six months before each three year term of the Chairmanship expires or on receipt of a written letter of resignation from the Chairman, the Airport Operator will seek nominations for the position from persons who are independent of the Airport Operator but with a record of public service and interest in aviation. When the process to appoint a new Chairman of the Consultative Committee is commenced, the Vice Chairman shall be given a reasonable opportunity to help confirm that an appropriate process is followed. The Vice Chairman shall take no part in the selection and shall not divulge the name of any candidate.
- 3.5 In circumstances where there is a Joint Chairmanship, the Joint Chairmen will only have one (casting) vote on the Committee.
- 3.6 The name and address of the current Chairman of the Committee, together with the Chairman's date of appointment and review date, are found in Schedule 3 of this Constitution.

Vice-Chairman

- 3.7 The Vice-Chairman shall be elected from the membership of the Committee for a one year term at the Annual Meeting.

- 3.8 The Vice-Chairman must be nominated and seconded before his or her nomination is put before the vote of the Committee.
- 3.9 Nominations for the position of Vice-Chairman must be received by the Secretary of the Committee at least two weeks before the Annual Meeting.
- 3.10 The Secretary will circulate details of the nominations received to the Committee with the Agenda for the Annual Meeting, if there are no nominations the matter will be resolved at the Meeting.
- 3.11 The existing Vice-Chairman can be re-elected for a second term or any further terms upto a maximum of 6 years.
- 3.12 The Vice-Chairman will act as the substitute for the Chairman at meetings where the Chairman is unable to attend and in such circumstances will act in an independent and impartial manner and will not have a separate vote as Vice-Chairman.
- 3.13 The name and address of the current Vice-Chairman of the Committee, together with the Vice-Chairman's date of appointment are found in Schedule 3 of this Constitution.

Secretary

- 3.14 The Secretary will be appointed by the Airport Operator in consultation with the Committee and after consideration of the DfT Guidelines (attached at Schedule 2 for ease of reference).
- 3.15 The Secretary shall be responsible for providing professional advice to the Chairman and the Committee on constitutional and procedural matters.
- 3.16 In the event of a change, the Secretary shall update Schedule 3 immediately to ensure that it is an accurate record of the name and address of the Chairman, Vice Chairman, Secretary and Administrator of the Committee.
- 3.17 The name and address of the current Secretary of the Committee are found in Schedule 3 of this Constitution.

Administrator

- 3.18 The Administrator shall be proposed and appointed by the LLACC Secretary after consultation with the Committee.
- 3.19 The Administrator will take the minutes at the Meetings and record the decisions of the Committee. The Administrator will circulate the draft minutes and decisions of the Committee in the first instance within 4 weeks of a meeting and again with the agenda and papers seven days prior to the next formal meeting.
- 3.20 The Administrator will deal with all correspondence addressed to the Committee in the first instance with consultation, as appropriate, with the Secretary.
- 3.21 The name and address of the current Administrator are found in Schedule 3 of this Constitution.

4 Expenses and budgets

- 4.1 Where Members attend as representatives of a local authority or other organisation, that body will meet its representative's expenses.
- 4.2 The Airport Operator will meet the travelling expenses of the Chairman.
- 4.3 Where travelling expenses are met, it is on the basis of the cost of public transport
- 4.4 The Airport Operator will meet the reasonable secretarial and administrative costs of the Committee.
- 4.5 The Committee shall maintain a fund of Member contributions from which additional items of expenditure approved by the Committee (e.g. the appointment of an independent noise consultant) are met.
- 4.6 Where financial contributions are required, the following members of the Committee will be levied in proportion to the number of their representatives and reviewed annually:
- Bedfordshire County Council
 - Buckinghamshire County Council
 - Hertfordshire County Council
 - Luton Borough Council
 - Aylesbury Vale District Council
 - Dacorum Borough Council
 - Mid Bedfordshire District Council
 - North Hertfordshire District Council
 - South Bedfordshire District Council
 - St. Albans District Council
 - Stevenage Borough Council
- 4.7 The financial contributions required will be set at the AGM for the following financial year.

5 Amendment and Interpretation of the Constitution

- 5.1 This Constitution may and shall be deemed to be amended by formal resolution by at least two thirds of the votes cast.
- 5.2 The Secretary shall be responsible for providing professional advice to the Chairman of the Committee on constitutional and procedural matters (3.15). The independent Chairman, if required, will adjudicate, after consultation with the Committee on questions on constitutional matters.
- 5.3 Every Member shall be entitled to receive notices of Meetings at the usual address of such Member as notified in writing to the Secretary from time to time.
- 5.4 Notices may be sent by any visible form on paper including facsimile and electronic mail and a notice sent by such forms of immediate transmission shall be deemed given at the time of transmission. A notice given by post (which may be first or second class) shall be deemed to have been received 2 days (if sent by first class post) or 4 days (if sent by second class post) after posting.

PART B STANDING ORDERS

6 Meetings

Timing

- 6.1 Ordinary Meetings shall be held quarterly in April, July, October and January each year, normally on the second Monday afternoon in that month or such date in the relevant month as shall be notified in writing by the Administrator or the Secretary to the Members at least 21 days prior to the Meeting.
- 6.2 The Committee's Annual Meeting shall be held in October each year or such date as shall be notified in writing by the Administrator or the Secretary to the Members at least 21 days prior to the date of the Meeting.
- 6.3 The Chairman is authorised to cancel an Ordinary Meeting by at least 7 days notice in writing in circumstances where at the Chairman's discretion there is insufficient business to merit the Meeting.
- 6.4 An Extraordinary Meeting may be held at the discretion of the Chairman or if the Secretary receives a written request for such an Extraordinary Meeting from at least five members. The Administrator or the Secretary shall notify the Members at least 21 days prior to the date of the Meeting.

Procedure at Meetings

- 6.5 At a meeting the Committee will usually:-
- (a) Amend, if appropriate, the draft minutes of the previous meeting and approve as a correct record;
 - (b) Receive minutes of the Sub-Committees;
 - (c) Consider regular reports on the following:-
 - (i) Airport Managing Director's Statement;
 - (ii) Quarterly Planning, Environmental Management & Surface Access Report;
 - (iii) Quarterly Noise Monitoring Report; and
 - (iv) Quarterly Economic Report;
 - (d) Consider any other business specified on the agenda.
- 6.6 The Chairman's ruling on procedural matters shall be in accordance with the Constitution and will be final and binding on the Members.

Code of Conduct

- 6.7 If a Member has a personal interest (whether financial or otherwise) in any Committee business:
- (a) he or she must inform the Secretary before the matter is discussed; and
 - (b) the Chairman will decide whether the Member should leave the room during discussion, speak or vote on the matter.

- 6.8 A Member must not:
- (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is required by law to do so, or
 - (b) prevent another person from gaining access to information to which that person is entitled by law.

Agenda and Supporting Papers

- 6.9 Members shall notify the Secretary in writing of any major matter which they wish to raise at a Meeting 14 days before the Meeting for inclusion on the agenda and shall provide paperwork which supports their notification.
- 6.10 The Administrator shall circulate the agenda and supporting papers to Members electronically or by other written means to be received approximately 7 days before the Meeting. Members shall notify the Administrator if they wish to receive the agenda and supporting papers in hard copy.

Quorum

- 6.11 No business shall be conducted at a Meeting unless at least five Members are present.

Voting

- 6.12 All business will be decided by a simple majority of votes cast at a Meeting by a show of hands.
- 6.13 The Chairman of the Meeting shall not vote but will have a casting vote where the votes are equal.

Attendance of the Public

- 6.14 The public and representatives of the press may attend and observe Meetings but the Committee reserves the right for the discussion of any particular item to take place in private if, at the discretion of the Chairman, such a direction is appropriate having regard, for example, to the confidential nature of that item.

7 Sub-Committees

- 7.1 The Committee may from time to time appoint such Sub-Committees as appropriate to assist the work of the Committee and shall determine their Terms of Reference.
- 7.2 All issues within the remit of a Sub-Committee will be considered in the first instance by that Sub-Committee unless the matter is urgent and a meeting of the Committee falls before the next meeting of the relevant Sub-Committee.
- 7.3 At present only one Sub-Committee exists – the Noise and Track Sub-Committee.

The Noise and Track Sub-Committee

- 7.4 The Noise and Track Sub-Committee's terms of reference are:
- (a) to consider on its own initiative or by direction of the Consultative Committee any question in connection with the Airport affecting noise and flight paths;

- (b) to act as an advisory body to the Consultative Committee on such matters; and
- (c) to report to the Consultative Committee on their considerations and, where appropriate, to make recommendations.

- 7.5 The Noise and Track Sub-Committee shall meet quarterly, normally at least four weeks prior to the full LLACC Meeting.
- 7.6 The Noise and Track Sub-Committee shall comprise the Chairman, Vice-Chairman and up to 10 members of the Main Committee, together with non voting members as detailed in Schedule 1(b) or their substitutes.
- 7.7 The Committee members of the Noise and Track Sub-Committee shall be elected at the Annual Meeting of the main Committee.

Schedule 1(a)

Membership of London Luton Airport Consultative Committee

Members	Number of Representatives	Name of Current Representatives
Independently appointed Chairman	1	Mr Jim Bailey
Bedfordshire County Council	2	Cllr Brian Sadler Cllr Peter Swaisland
Buckinghamshire County Council	2	Cllr Mrs Brenda Jennings Cllr David Rowlands
Hertfordshire County Council	2	Cllr Nigel Brook Cllr Bernard Lloyd
Luton Borough Council	2	Cllr Michael Dolling Cllr Hazel Simmons
Aylesbury Vale District Council	1	Cllr Sir Beville Stanier
Dacorum Borough Council	1	Cllr Ian Reay
Mid Bedfordshire District Council	1	Cllr Budge Wells
North Hertfordshire District Council	1	Cllr Michael Muir
South Bedfordshire District Council	1	Cllr Ray Berry
St. Albans District Council	1	Cllr Judy Shardlow
Stevenage Borough Council	1	Cllr Mick Patston
Bedfordshire Association of Town and Parish Councils	1	Cllr Jim Gledhill
Buckinghamshire Association of Local Councils	1	Cllr Mrs Rachel Webb
Hertfordshire Association of Parish and Town Councils	1	Cllr Neil Clements
Luton and District Association for the Control of Aircraft Noise (LADACAN)	1	Dr John Davis
London Luton Airport Town & Villages Communities Committee (LLATVCC)	1	Mr Brian Webb
People Against Aircraft Intrusive Noise (PAIN)	1	Mr Geoff Twiss
Breachwood Green Society	1	Mr Michael Holden

Members	Number of Representatives	Name of Current Representatives
London Luton Airport Transport Forum & Surface Access Group	1	Mr Henry Richardson
General Aviation Representative	1	Mr Trevor King
easyJet Airline Company Limited	1	Mr Huw Thomas
Airline Operators (other than easyJet Airline Co Limited)	1	Mr Terry Lee
Chamber of Commerce	1	Mrs Cheryl Smart
National Air Traffic Services (NATS)	1	Mr Peter Dawson
London Luton Airport Branch TGWU	1	Mr Phil Hack
Freight Airline Representative	1	Mr Glen Joy

Non Voting Members	Number of Representatives	Name of Current Representatives
LLAO Managing Director	1	Mr Glyn Jones
LLAO Director of Operations	1	Mr Andrew Judge
LLAO Finance Director	1	Mr Elliot Renton
LLAO Commercial Director	1	Mr Martyn Lloyd
LLAO Director of Business Development & Customer Services	1	Miss Natalie Raper
LLAO Planning and Access Manager	1	Mr Simon Earles
LLAO Airfield Environment Manager	1	Mr Neil Thompson
LLAO Airfield Environment Officer	1	Mrs Karen Goodman
Bureau Veritas	1	Mr Stephen Turner
Bickerdike Allen Partners	1	Mr Jeff Charles
Bedfordshire County Council	1	Mr Richard Koller
Buckinghamshire County Council	1	Ms Rachel Jones
Hertfordshire County Council	1	Mr Steven Bailes
Luton Borough Council	2	Mr John Hulme Ms Wendy Rousell
Aylesbury Vale District Council	1	Mr Richard Hiscock

Non Voting Members	Number of Representatives	Name of Current Representatives
Dacorum Borough Council	1	Ms Laura Wood
Mid Bedfordshire District Council	1	Ms Pru Khimasia
North Hertfordshire District Council	1	Mr Simon Young
South Bedfordshire District Council	1	Mr Manouchehr Nahvi
St Albans District Council	1	Mr Philip Bylo
Stevenage Borough Council	1	Ms Sarah Williams

Schedule 1(b)

Membership of London Luton Airport Consultative Committee Noise & Track Sub Committee

Members	Number of Representatives	Name of Current Representatives
Chairman	1	Mr Jim Bailey
Vice-Chairman & Hertfordshire County Council	1	Cllr Bernard Lloyd
Bedfordshire County Council	1	Cllr Peter Swaisland
Buckinghamshire County Council	1	Cllr David Rowlands
Aylesbury Vale District Council	1	Cllr Sir Beville Stanier
Dacorum Borough Council	1	Cllr Ian Reay
North Hertfordshire District Council	1	Cllr Michael Muir
South Bedfordshire District Council	1	Cllr Ray Berry
Luton and District Association for the Control of Aircraft Noise (LADACAN)	1	Dr John Davis
People Against Aircraft Intrusive Noise (PAIN)	1	Mr Geoff Twiss
London Luton Airport Town & Villages Communities Committee (LLATVCC)	1	Mr Brian Webb
Airline Operator	1	To be nominated

Non Voting Members	Number of Representatives	Name of Current Representatives
LLAO Director of Operations	1	Mr Andrew Judge
LLAO Airfield Environment Manager	1	Mr Neil Thompson
LLAO Airfield Environment Officer	1	Mrs Karen Goodman
Bureau Veritas	1	Mr Stephen Turner
Bickerdike Allen Partners	1	Mr Jeff Charles
Bedfordshire County Council	1	Mr Richard Koller
Buckinghamshire County Council	1	Ms Rachel Jones
Hertfordshire County Council	1	Mr Steven Bailes
Luton Borough Council	1	Ms Wendy Rousell
Aylesbury Vale District Council	1	Mr Richard Hiscock

Non Voting Members	Number of Representatives	Name of Current Representatives
NATS Terminal Control	1	Mr Jonathan Smith
NATS Luton	1	Mr Gordon Farley

Schedule 2

Guidelines for Airport Consultative Committees issued by the Department for Transport in December 2003

Guidelines for Airport Consultative Committees

These guidelines are intended to assist those involved in establishing, running and participating in airport consultative committees. They supersede the guidance issued by the then Department of Transport in 1987-88.

Aerodromes¹ to which section 35 of the Civil Aviation Act 1982 applies have a responsibility to provide facilities for consultation. However, this guidance will also be applicable to any aerodrome with a consultation process and others with an interest in consultative procedures. We recognise the differences in circumstance between individual aerodromes and that arrangements and procedures for one committee may not be appropriate for another. It is important that the aerodrome and the committee retain the flexibility to adapt to local circumstances.

1. The legislation

1.1 Section 35 of the Civil Aviation Act 1982 (as amended), which deals with facilities for consultation at certain aerodromes, states:

- 1 This section applies to any aerodrome which is designated for the purposes of this section by an Order made by the Secretary of State.
- 2 The person having the management of any aerodrome to which this section applies shall provide:
 - a) for users of the aerodrome,
 - b) for any local authority (or, if the person having the management of the aerodrome is a local authority, for any other local authority in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome); and
 - c) for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated, adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.
- 3 The reference in subsection (2)(b) above to any local authority includes in relation to the area of Greater London a reference to the Mayor of London acting on behalf of the Greater London Authority.

2. The purposes of consultation

The purposes of consultation are:

- to enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;

¹ In these guidelines 'aerodrome' applies to any aerodrome, irrespective of the size of operation. The term 'airport' is used interchangeably.

- to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators, with a genuine desire on all sides to resolve any issues that may emerge;
- to complement the legal framework within which the aerodrome operates;

However, consultation is not intended:

- to detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome;
- nor to prevent interested parties from raising concerns directly with the aerodrome, or through other channels.

Engaging with stakeholders

An airport informs interested parties about its operations and receives feedback in a number of ways including:

- airport visits,
- information leaflets,
- dedicated telephone comment line,
- newsletters,
- website,
- public meetings,
- involvement in community events,
- public surveys,
- correspondence with individuals,
- displays and exhibitions.

3. The form of consultation

- 3.1 The nature of 'adequate facilities for consultation' will depend upon the type and scale of the aerodrome operation and is likely to be site specific. An aerodrome engages with those affected by and involved in its operation in a number of ways, of which the consultative committee is only one mechanism.
- 3.2 However, the Department recognises that the best means of ensuring fair treatment of the different categories of statutory consultees is through a consultative committee formed for this purpose. This provides an opportunity for the aerodrome to consult relevant groups simultaneously, but also allows those groups to engage with each other directly.
- 3.3 A consultative committee provides:
- an opportunity for information exchange between aerodrome and interested parties;
 - a structured forum for discussion so as to make recommendations to the aerodrome management and other bodies when appropriate;

- the opportunity to reach common understanding between interested groups about the nature of aerodrome operation, thereby increasing the scope for issues to be resolved amicably. However, people interested in and affected by an aerodrome operation may have mutually inconsistent viewpoints and it is not realistic to expect that all matters of concern will be able to be resolved through discussion;
- to promote understanding about aerodrome operations more widely, through dissemination of relevant information by committee members;
- to promote understanding by the aerodrome operator of the nature of its impacts on local communities and businesses.

However,

- a consultative committee is *not* a dispute resolution forum;
- a consultative committee does not have any executive or decision-making power over the aerodrome.

Constitution of Consultative Committees

4. Terms of reference

The terms of reference of the committee should be sufficiently widely drawn to allow it to consider all matters arising from the operation of the aerodrome. The exact terms of reference will be at the discretion of the committee but would be expected to cover existing and proposed facilities and services at the airport, input into environmental monitoring of the aerodrome, surface access, responses to formal consultation papers issued by government and other regulatory authorities, and consideration of the economic, and the social and environmental impact of committee recommendations.

Examples of terms of reference

- to consider aerodrome issues as they affect the communities represented or the amenities of the aerodrome;
- to make suggestions to the aerodrome where this might further the interests of the communities represented;
- to stimulate the interest of the local population in the development of the aerodrome;
- to monitor the environmental impact of all aspects of the operation of the aerodrome and to advise on operating procedures resulting from such monitoring with a view to minimising noise or other pollution from whatever source;
- to protect and enhance the interests of users of the aerodrome;
- to discuss with the aerodrome formal procedures for recording complaints about aircraft noise and other adverse effects of the aerodrome.
- to consider the contribution of the aerodrome to the local, regional and national economy.

5. Officers of consultative committees

- 5.1 **Chairman.** To maintain the confidence of the general public it is important that the Chairman should not be closely identified with any sectional interest. Where the Chairman is appointed by the airport, this appointment should be made with the involvement of the committee. To ensure continuity in the operation of the committee it

is desirable for the Chairman to be appointed for a minimum period of three years, although there should be no prescribed maximum period of appointment. The Chairman may receive appropriate remuneration, depending on local circumstances and workload.

- 5.2 **Secretary.** The Secretary, too, should not be closely identified with any sectional interest. A local authority (ideally, not a planning authority for the airport) may be suitably placed to carry out this function.
- 5.3 A properly resourced secretariat shall be appointed to ensure the effective working of the committee. The necessary secretarial support will depend upon the size of the committee and the volume and nature of the business handled. The duties of the secretariat shall be to:
- prepare minutes of the committee and distribute them to all members;
 - issue notices of meetings of the committee and to place on the agenda any matters that are proper for the committee to consider;
 - circulate relevant documents;
 - assist the committee on policy and technical issues, where appropriate.

The Committee should determine how the costs of providing this adequate secretarial support should be met.

6. Composition of consultative committees

- 6.1 **Representation.** Section 35 of the Civil Aviation Act 1982 specifies the categories of bodies or organisations that should be consulted: see above, para 1.1.
- 6.2 It is important that all those significantly affected by or involved in the operation of the aerodrome should, so far as reasonably possible, have access to a representative who can speak on their behalf. While the exact size of the committee will depend upon local circumstances, the committee should be of a manageable size.
- 6.3 For fair and equitable treatment of the different categories, it is more important to ensure that there is a representative balance of affected interests rather than to attempt equal numeric representation.
- 6.4 The groups represented will vary between aerodromes: the users at an airport with a mixture of commercial air transport and GA flights may potentially encompass a wider spectrum of interested parties than either a major airport or small GA aerodrome. The scale of interest from the local community and local authorities is also likely to be more significant at larger aerodromes as the positive and negative impacts are likely to cover a wider geographical area.
- 6.5 **Members' tenure.** If possible, the term of office for members should be more than one year. Where a member is unable to attend, he or she should be permitted to send a notified deputy of suitable standing. Elected council members and others nominated *ex officio* may, of course, be obliged to resign upon loss of office. Represented councils should have procedures to ensure smooth transition following local elections.

Examples of good practice in representation

- Many committees require community organisations on the committee to have a written constitution and documented membership to help secure the legitimacy of representatives.

- Luton conducts a formal review of the balance and representation of the committee at its AGM.
- At Bristol, members of the committee nominated candidates for appointment of its Chairman from outside the committee membership. The airport MD, together with the committee secretary, interviewed candidates, and made a recommendation upon which the committee voted.
- At East Midlands the post of Chairman was advertised, and candidates were interviewed by the airport management and a representative from each category of member.

6.6 **Airport Management.** It is essential that the airport management participate fully in the committee proceedings by offering items for the agenda, attending meetings and by providing relevant information on the operation of the airport. As the committee's role is to advise the airport management we recommend that airport officers should preferably *not* be formally members of the committee. It may also, in some cases, detract from the public perception of the committee's independence. However, we recognise that in practice there may sometimes be locally specific reasons for airport personnel to be members.

6.7 **Advisers.** It is often useful, especially at the larger airports' committees, if members are permitted to be accompanied by technical advisers (for example, elected council members may be supported by officers). Such advisers should not, however, intervene in committee proceedings unless invited to do so by the Chairman.

Examples of good practice in providing technical advice

- Heathrow ACC retains an aviation technical consultant and ensures that technical matters are brought to the attention of the Committee with sufficient notice.
- Luton recommends that local authority members should consider appointing an appropriate aviation consultant to act as a specialist technical information officer.
- Depending on the size of the aerodrome and the subject matter for consideration, the committee could consider appointing an appropriate consultant having aviation and/or other relevant expertise to act as a specialist adviser to the committee as a whole.
- A number of airports organise an annual familiarisation tour of airport facilities to assist members in understanding the complexity of aerodrome operation. London City arranges annually a flight to another airport so members can experience the airport as a passenger and compare the facilities.

7. Sub groups

7.1 It may be useful for some committees, particularly at the larger airports but not necessarily limited to these, to form sub groups dealing with specific issues or areas. However, the need for sub groups will depend on the scale of activities and the location of the particular airport.

Example of Sub groups

At Manchester Airport three smaller sub groups - Users Advisory Group, Technical Advisory Group and Community Trust Fund - have been created. These groups meet on the same cycle as the main committee and can cover topics in more detail and

investigate particular issues on behalf of the main committee e.g. provision for disabled passengers.

- 7.2 Some larger airports are required to establish a Transport Forum. In such cases, provision should be made by the airport management to ensure that mechanisms are in place to involve the consultative committee with the work of the Forum.

Organisation of Meetings

8. Agenda and Papers

- 8.1 **Agenda.** If possible all members should make available to the Committee (through the Secretary) at as early a date as possible details of any matter of concern to that member which he or she wishes to raise at a meeting of the Committee. Provided that a matter is within the terms of reference, it is recommended that all committee members be able to propose agenda items for discussion.
- 8.2 **Circulation of documents.** Papers should be circulated well in advance to allow representatives to prepare fully and obtain technical advice if necessary. The secretariat will need to ensure that the circulation of papers does not breach copyright, privacy or data protection.

Examples of Agenda Items

Airport Operator's Report;

- - Airport Statistics;
- - Passenger numbers and new services
- - Complaints
- - Runway utilisation
- - Night flights

Environmental statement;

- - Noise and Track keeping
- - Community noise monitoring
- - Local air quality monitoring
- - Noise insulation schemes

Surface Access

Airport Development

Airspace Changes

Government Consultations

EU Regulations

Community Initiatives

Flying training and circuits

9. Proceedings

- 9.1 **Participation.** To ensure the effective operation of the committee; it may be considered useful to have a commitment from all members to participate actively in the work and discussions of the committee. During meetings it is important that members

should be given adequate opportunity to represent their views and that no organisation or one group should dominate proceedings.

9.2 **Voting.** It is expected that matters would be resolved by consensus. In general, the Chairman should avoid taking votes on matters other than those relating to the membership of the committee and its sub-groups.

9.3 **Minutes.** The minutes of the meeting should be concise, but thorough. Committee publications should reflect the range of views and advice and/or recommendations to the airport operator put forward by members and should not merely reflect the majority viewpoint on any issue.

Examples of Presentations

Surface Access

Air Passenger Rights

Airport Development

Noise measurement techniques

Local Airspace Arrangements

Air Quality

10. Venue

10.1 The venue of the meeting should be decided by the committee. Unless otherwise agreed by the committee, the management of the aerodrome should arrange adequate facilities for meetings, having regard to travel convenience of members from the whole catchment. Venues should be accessible by public transport where reasonably possible.

11. Frequency of meetings

11.1 The consultative committee should meet at least three times a year, unless the committee is satisfied that fewer meetings would suffice.

12. Administrative Costs

12.1 The expenses incurred by the committee should be met in such a way as the committee may determine. However, the default option is for the airport, particularly if designated under s.35, to cover expenses. It is not expected that the committee would normally meet individuals' expenses.

Engaging with the Wider Community

13. Publicity

13.1 The wider local community and airport users should be made aware of the existence of the consultative committee and its role in relation to aerodrome operation, and how it may be contacted. Any publicity undertaken by the aerodrome should be in proportion to the scale of the aerodrome operation.

14. Public access to meetings

- 14.1 Meetings of the committee may be open to the press and the public at the discretion of the committee. It is recognised that in some circumstances public access could hinder the flow of information, possibly preventing free and frank discussion. It may therefore be necessary to hold meetings, or parts of meetings, in private when matters of a confidential or sensitive nature are being discussed.

Publicising the committee to the wider community

The existence and role of the committee should be extensively published to the wider community. This could be achieved by:

- A visible notice and information at the airport;
- Local press coverage;
- An annual or biennial committee report;
- Publication of committee agendas and minutes;
- References in airport and represented organisations' public reports;
- Information on the airport website (or on a dedicated consultative committee website, if resources allow).
- Organisations represented on the committee should be encouraged to provide hyperlinks from their own websites.

15. Complaints

- 15.1 The *aerodrome* should have an agreed formal procedure for recording complaints about aircraft noise and other impacts of the aerodrome on the environment. These arrangements, which should be very well publicised, should provide for complaints to be made to the aerodrome management by telephone, electronically or in writing. Complainants should normally be invited to give their name, address, telephone number and sufficient detail to enable any investigation to be carried out.
- 15.2 Passenger complaints, if referred to the consultative committee, could be reviewed by a passenger services sub-committee if the committee has established one.
- 15.3 The number and general location of complaints should be made available to the committee.
- 15.4 Airports might suggest that complainants, if dissatisfied with the airport response on a matter of wider interest, could contact the committee to raise the matter for discussion. However, it should be remembered that the consultative committee is not an arbiter of last resort, and its recommendations are not binding on the aerodrome. So, it should not be the committee's function to investigate individual complaints as a matter of routine. Where, exceptionally, this is done, for example because of wider issues arising, the secretariat should ensure that complainants are given anonymity unless express permission has been given for their identities and addresses to be circulated.

Good Practice for Engaging with the Community

- Wycombe Air Park holds a thirty minute open session after the meeting for the public to raise any concerns.
- London City allows the public to attend its meetings and, subject to prior notice, to speak on particular issues.

- Luton encourages local groups to join alliances to ensure the communication of accurate information to interested local residents.
- Gatwick invites the press to meetings, which allows matters of wider public interest to be publicised.

Interaction between Airport Consultative Committees

16. The sharing of good practice and information between consultative committees is strongly encouraged. The committee should determine how this is managed in practice.
17. The Government issues these guidelines to assist those who are required to provide adequate facilities for consultation under Section 35 of the Civil Aviation Act 1982 and any aerodrome with a consultation process. It believes that local issues are best resolved locally, through the consultative committee. It has no direct role in the operation or conduct of consultative committees.
18. Those aerodromes currently designated are listed in Statutory Instrument 2002/2421.

Department for Transport - December 2003

Schedule 3

Details of Officers of the Committee

Chairman:

Mr Jim Bailey

Date of Appointment: 18 September 2006

c/o London Luton Airport Operations Limited
Navigation House
Airport Way
Luton
Bedfordshire
LU2 9LY

Vice Chairman:

Clr Bernard Lloyd

Date of First Appointment: 17 September 2007
Re-appointed: 13 October 2008

Committee Secretary:

TBI Secretary
c/o London Luton Airport Operations Limited
Navigation House
Airport Way
Luton
Bedfordshire
LU2 9LY

Tel: 01582 395 049

Committee Administrator:

Tricia Harris
c/o London Luton Airport Operations Limited
Navigation House
Airport Way
Luton
Bedfordshire
LU2 9LY

Tel: 01582 395 049

Schedule 4

Definitions

In this Constitution and these Standing Orders the defined terms used shall have the following meaning:

Airport Operator	London Luton Airport Operations Limited
Annual Meeting	a meeting of the Committee called in accordance with Article 6.2
Extraordinary Meeting	a meeting of the Committee called in accordance with Article 6.4
Meeting	a meeting of the Committee called in accordance with Article 6.1, 6.2 and/or 6.4
Member	a member of the Committee, as listed in Schedule 1
Ordinary Meeting	a meeting of the Committee called in accordance with Article 6.1
Representative	a representative of any Member