



Independent Commission on Civil Aviation Noise
2nd BOARD MEETING
 Wednesday 24 April 2019 at 3pm
ICCAN Offices, Spaces, Guildford

Board members present:

Robert Light, Head Commissioner
 Howard Simmons, Commissioner
 Colin Noble, Commissioner

ICCAN staff in attendance:

Sam Hartley, Secretary to the Commission
 Stephen Cooke, Head of Communications and Engagement
 Rupert Basham, Engagement Lead (item 3)
 Emma Strahan, Private Secretary and Business Support Officer (minutes)

Guests: None

Apologies: Simon Henley, Commissioner

Item No	Agenda Item	Minutes	Actions Agreed
1	Approval of previous minutes and matters arising	Previous minutes formally approved. No matters arising. No new declarations of interest were made.	None

2	ICCAN setup progress (oral update)	<ul style="list-style-type: none"> - SH formally welcomed SC to his post and to the board. - SH stated that an advert for a further ICCAN commissioner with an acoustic background/specialism will be going out by Friday 3 May. - The board were reminded of the continuing challenges in recruitment. This continues to impact ICCAN's ability to start any project work at present. Work continues to address issues around this. HS suggested that we commission pieces of work from other agencies until such a point that we can action as a team. - SH noted that he intended to change one or more of the analyst roles to policy roles in light of the emerging work programme. 	
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	<p>ICCAN setup progress (oral update) continued</p>	<ul style="list-style-type: none"> - SC stated that the communications team are going to start to develop the communications strategy and present at the next board. CN suggested that we should consider producing an ICCAN newsletter as part of the strategy as this will support our transparency. - SH reported that the team has started to scope the development of the ICCAN website, with the aim of it being scalable and future proof. - SH reported that EU Exit-related activity would have an impact on the availability of the DfT sponsor team for ICCAN. - SH and RL reported that stakeholder visits continue at pace and they are helping to inform and shape ICCAN's thinking. RL reported that he felt that it is useful for the communications team to keep a watching brief on emerging aviation issues and undertake visits to those areas when required. 	
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<p>3</p>	<p>ICCAN strategy 2019-21: sign off consultation draft</p>	<ul style="list-style-type: none"> - SH presented the draft Corporate Strategy document. - Suggestions for amendments were made as follows: <ul style="list-style-type: none"> - CN suggested that somewhere in the document there should be a timeline with the strategy publication as the start date, to show milestones that we are aiming for. - RL suggested that we add in a line about giving consumers more information about noise levels of aircraft and therefore an element of choice re. environmental impact when choosing flights. - CN asked if we had checked if the three strategic goals reflected the Terms of Reference and reflected our independence. - RL suggested that we add something about insulation, more specifically something about 'what does good insulation look like?' - CN asked if the last paragraph in the early engagement section could be redrafted with more positive wording. - RL suggested that we have a paragraph on realistic pace of change in the industry and also to highlight the fact that aviation noise has not played as important a role in aviation industry or design in the past. 	
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	ICCAN strategy 2019-21: sign off consultation draft continued	<p>- RB presented the draft consultation plan for the Corporate Strategy. This was agreed by the board with timescales to be amended accordingly if needed. Discussion followed around the format of a community consultation event, the idea for which evolved from a discussion with a community group member. Agreed that we would hold an evening event supported by the AEF, with a video livestream, facility for questions and all board members present if possible. ES to send out possible dates.</p> <p>- Discussion followed as to whether we should then have an industry consultation event as well. Board agreed that the community groups have less resources available to be able to read and reply to the consultation so this event helps them. The industry has more resource to do this so it isn't essential. RL agreed to review and return with a decision.</p>	
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4	ICCAN board meetings forward look	<p>Agreed that the future board meetings will include governance of ICCAN and some milestones for the board.</p> <p>Future meeting dates have been sent out to commissioners and already in diaries.</p>	
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5	Any other business	None	
		Date of next meeting: 29 May 2019	

Signed

Robert Light
Head Commissioner