



**Independent Commission on Civil Aviation Noise
3rd BOARD MEETING**

Wednesday 29 May 2019 at 3pm
Marriott Hotel, County Hall, London

Board members present:

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

ICCAN staff in attendance:

Sam Hartley, Secretary to the Commission
Stephen Cooke, Head of Communications and Engagement
Rupert Basham, Engagement Lead (Item 2)
Aaron Deary, Communications Support (Item 2)
Emma Strahan, Private Secretary and Business Support Officer (Minutes)

Guests: None

Apologies: None

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 began with a staffing update. The G7 Analyst is starting on 4 June and a SEO Analyst is starting on 15 July. Recruitment into the other G7 Analyst post is progressing. New adverts for the remaining G6 Analyst and 2 x HEO Analyst posts will be going live on the 7 June. SH is re-framing one of the vacant analyst roles into a policy specialist role. - SH(c) requested for organogram to be sent out with the minutes for commissioners. - RL stated that the advert for the new commissioner is live and will be closing on 3 June. Interviews will be held on 8 + 9 July. - RL requested for our progress and achievements to date in setting up the team to be noted with particular thanks to SH and ES. 	ES
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3	ICCAN Communications Strategy	<ul style="list-style-type: none"> - SC presented the current ICCAN Communications Strategy. Slides attached to minutes. SC explained that detailed stakeholder mapping had allowed them to shape and develop the strategy. Overall aims of the strategy are to engage our key audiences and wider communities, increase awareness and understanding of our work, support a better understanding of noise, highlight best practice in engagement and consultation and to influence measurable behaviour such as thinking and policy around noise. - SH(c) suggested that we add in government and regulators explicitly into the point about influencing measurable behaviour. - SC continued to explain that 3 key messages will thread through all our external communications. They are that we listen, we evaluate and we advise. - SH(c) asked that we ensure that we are clear about our purpose, i.e. are we here to reduce noise or reduce the impact of noise? - RL stated that our purpose is to improve the management of and reduce the impact of noise. - SC continued and went through our top lines. Discussion held about the order of the top lines and the flexibility in these i.e. to move from listening mode to action mode once strategy has been published. - SH added that the finalised top lines will come out of the strategy once consultation responses have been analysed. - RL, SH(c) and HS all added the importance of adding our intention to challenge and be a change agent to one of our top lines. - SC continued with strategy presentation and discussed the website and features we plan to include, the intention to publish a quarterly newsletter and the way in which the social media content will be differentiated for each social media channel (to suit the audience). - RL raised that it would be useful for the comms team to provide the commissioners with some guidance on how to best use their social media accounts. - SC continued to discuss our media strategy and how we aim to be more proactive, to set out our messages and reinforce our position on noise related matters. - RL raised if we can use our communications to generate conversation when we want to raise something that sparks our interest, ie during our visit we saw this and we are thinking this. Agreed by the board that this would be useful to gauge reaction. - SC concluded by describing the metrics that the comms team will use to measure achievement and to set their KPIs to work towards. 	<p style="text-align: center;">Comms Team</p>
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4	Draft Response to Aviation 2050 Green Paper	<ul style="list-style-type: none"> - Slides attached to minutes as a framework for this conversation. SH began by going through each section of the Aviation 2050 document and highlighting the areas that mention ICCAN or that affect ICCANs' work as mentioned in our strategy. This will be the basis of our response. - RL added that he would like in the response that at times the regulation is inconsistent and incoherent, that the need for a streamlined system of regulation is strong and that there should be clear consequences that are acted upon for not adhering to regulations or conditions/controls. 	
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5	Feedback from recent training/induction and future needs	<ul style="list-style-type: none"> - HS reported that he felt the recent training sessions were valuable and provided lots of content to think about. - SH(c) agreed with HS and suggested future visits to Rolls Royce and Airbus may be helpful. He will lead on arranging these with his contacts. - CN reported that although he had found all sessions useful he particularly enjoyed the style used by Dr. Charlotte Clark as he felt that she had taken information which was complex but was able to present it in a way that demonstrated how it affects communities and would be accessible to communities. - SH suggested that a visit to a NATS control centre would also be useful for the commissioners as well as them joining the meetings with the community groups across the country. - RL feedback on his and SH recent meetings across the UK which had been informative and had raised questions and issues to be addressed. 	SH(c)
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6	Any other business	<p>- ES requested that the commissioners activate their ICCAN emails and so their calendars can be used.</p> <p>- RB reported that during the first week of the Strategy being out for consultation we had received approx. 30 responses the majority of which were positive, supportive and providing us with good suggested additions.</p>	SH(c) HS CN
		Date of next meeting: 26 June 2019	

Signed

Robert Light
Head Commissioner

Action Log

Item Number	Action	Owner
2	Send out organogram with minutes	ES
3	Provide guidance to commissioners re use of their social media	Comms Team
5	Visits to Airbus and Rolls Royce	SH(c)
6	Start using ICCAN email	All commissioners