



Independent Commission on Civil Aviation Noise
4th BOARD MEETING
 Wednesday 26 June 2019 at 3pm
 Hamilton House, Mabledon Place, London, WC1H 9BB

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 4)
 Emma Strahan, Private Secretary and Business Support Officer (Minutes)

Guests: None

Apologies: Andy Ginever, Business and Finance Manager

Item No	Agenda Item	Minutes	Actions Agreed
1	Approval of previous minutes and matters arising	<ul style="list-style-type: none"> - Previous minutes formally approved. - Outstanding action – Commissioners yet to set up their ICCAN emails. Acknowledgement of technical issues but a request made that this be set up as soon as possible. - Matter arising – The board formally ratified ICCAN's response to the government's Aviation Strategy consultation which was submitted within the consultation deadline. - No new declarations of interest were made. 	SH(c), HS and CN
2	ICCAN setup progress (oral update)	<ul style="list-style-type: none"> - SH reported that the team would be moving to Woking on Monday 1 July. - Joanna Lawino (G7 Senior Policy Manager) will be starting on 8 July. - Katherine Prentice (SEO Analyst) will be starting on 15 July. - Recruitment continues for HEO and G6 Analyst posts with adverts closing on 4 July. There has been a high level of interest and applications for both posts. - Shortlisting for the new commissioner is complete and interviews are scheduled to take place on the 9 July. 	None

3	Governance update: Code of Conduct for agreement Strategic Risk register	<ul style="list-style-type: none"> - Presented by SH in AG's absence. - Code of Conduct for ICCAN Commissioners was formally presented and agreed by all (copy attached to minutes). - Initial ICCAN Risk Register was presented (slides attached). Overall ICCAN will hold three underlying registers covering Comms and Engagement, Project and Programme and Business areas. These will feed into a high-level register which will be presented to the board quarterly. The register will be proportionate to the size of the team and resources, and scale of ICCAN's remit and operation. - Request from SH(c) that there is a column that rates the current risk score as well as the inherent and post mitigation scores. - Request from RL that there is a focus on live risks when presenting the register to the board. - Discussion around risks being based on perception and how we can measure/gauge a baseline for this. Agreed that we could use some of the questions from the consultation on the strategy. - SH(c) requested that we add in failure to deliver work or failure to deliver work on time as a major risk. - RL requested that we add political risk resulting from a change of government, ministers or policy. - SH(c) requested that we revise and separate issues from risks. - SH(c) stated that if a risk is to be placed on the register then it is essential that it can be measurable. - Agreed that as this was the initial register, changes will be made and it will be brought back to board next meeting before moving to quarterly reporting. 	<p style="text-align: center;">AG</p>
---	---	---	--

4	<p>ICCAN draft corporate strategy: responses, feedback and themes</p>	<ul style="list-style-type: none"> - RB reported back on the responses to our consultation of our draft corporate strategy. - Overall response rate was approaching 100 (approximately 25% of those we targeted) which we are pleased with. - Low rate of response from airlines noted; however, we had only met with one prior to consultation going out. One further meeting has happened since then and two more are in the diary for the next few months. - Discussion around whether we had phrased the questions correctly or if they lacked enough detail around planned actions. - Agreed that the final strategy document will be amended prior to publication to reflect feedback received. - Discussion around how the feedback can shape our workload and allow us to prioritise and focus down on the most valuable work streams. - One of the overwhelming themes in the responses to the consultation was the support for reviewing the SoNA study. - The board felt that we are in a position where we could issue a statement now stating that we are confident that the government should act and that it is already apparent that we should be making recommendations about the use of and review of the SoNA data. - The board was in consensus that there was evidence in the consultation responses to suggest that the methodology used for SoNA should be reviewed, the data may not reflect current air space usage, the increase in low cost flying and that it doesn't reflect the whole of the UK. The board felt that we should be stating that research on noise attitudes should be reviewed every five years and that the government could task us with undertaking research on how a new SoNA study would look. - The next theme in the responses was about the health impact of noise. Discussion held around how we can make our work on this topic useful. Agreed that we would undertake a review of evidence and highlight areas which are missing or required further study. Agreed that we would want to support this area of work and encourage funding for this but not undertake work ourselves. Agreed that we would amend the wording on the work programme to more accurately reflect what we are doing around this. - The next theme discussed was the community perspective, more specifically how airports engage with them but also how the community engages with airports. It was agreed that within our work and published guidance we will look at 	<p>Comms team and SH</p>
---	--	---	---------------------------------

		<p>best practice for both the airports and the community groups for effective engagement and opportunities to influence and shape change.</p> <ul style="list-style-type: none"> - Agreed that we will address the need to look at areas of the communities that are not responding and how to engage these further. - Agreed that we will need to translate our guidance into a useful 'how to' document to ensure that it gets used in practice and is interpreted as intended. - Agreed that we should incorporate some lessons learnt sharing of good practice to make the document more valuable for users. <p>- The next theme discussed was noise management. Discussion ensued around how we make an impact here and strategic recommendations we could make alongside our current work programme. Agreed that the date on the work programme for reviewing operational procedures should be reviewed but wording should identify direction of travel as well as highlighting that it needs to be carefully considered.</p> <ul style="list-style-type: none"> - SH(c) suggested that we could recommend that the government places a ban on older and noisier planes from entering into UK airspace from 2024. - RL stated that he felt that ICCAN should be advocating for a nationwide consistent standard for a compensation package if affected by noise at or above a specific decibel level. In addition to us being able to recommend what is world class insulation for when people are inside the house. - Agreed that ICCAN will also add to the discussion around community benefit from airports that the government are leading on. <p>- The next theme discussed was environmental impact. Agreed that whilst we support the reduction of carbon emissions it should not be at the expense of noise. Agreed that we would support the increased use of technology to ensure reduced noise and reduced carbon.</p> <ul style="list-style-type: none"> - Agreed by the board that this should be added in as a coherent statement into the strategy. <p>- The final theme discussed was the role of ICCAN within the field of regulatory change.</p> <ul style="list-style-type: none"> - Discussion around should we and will we be producing recommendations for the government of how to generate action in specific areas but also making recommendations on fixed processes and procedures. - It was agreed that, in light of the external events occurring in the aviation sector (Aviation Strategy, expansion, airspace modernisation) and to reflect some of the feedback received, we should accelerate our work on regulation. 	
--	--	---	--

OFFICIAL FOR PUBLICATION

		- Agreement across the board that we need to ensure that our strategy reflects the level of behavioural change that is required in order to implement recommendations.	
--	--	--	--

5	Any other business	<ul style="list-style-type: none"> - SC presented to the commissioners some guidance on using social media and the expectations for them as representatives of ICCAN. - The board took time to consider the response to our strategy from Baroness Vere and the board consensus was that we need to respond. RL to write back to Baroness Vere. - RL requested that it was minuted that the Weekly Comms and Engagement Reports are excellent and capture information well. - Discussion followed about social media followers and ensuring that we have a comprehensive and wide-reaching following from across all sectors rather than focussing on a number. - Discussion was had about in-bound marketing channels on the website and if these could be used in the future. 	SH/RL
		Date of next meeting: 24 July 2019	

Signed

Robert Light
Head Commissioner

Action Log

Item Number	Action	Owner
1	To start using ICCAN email addresses	Commissioners
3	To change and update risk register as requested for next board meeting	Andy Ginever
4	To update strategy to include consultation responses, changes to work plan timeline and include behavioural change language	Comms team and Sam Hartley
5	Response to Baroness Vere's letter	Sam Hartley and Robert Light