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Independent Commission on Civil Aviation Noise
5th BOARD MEETING
Wednesday 24 July 2019 at 3pm
Spaces, Woking GU21 6BG

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
Rossy Bailey, Senior Analyst
Andy Ginever, Business and Finance Manager
Emma Strahan, Private Secretary and Business Support Officer (Minutes)

Guests: None
Apologies: None

Item No	Agenda Item	Minutes	Actions Agreed
	N/A	- RL started the meeting by welcoming new staff and undertaking introductions around the room for the benefit of the commissioners and the team. Commissioners were keen to hear about team members' previous experience and skills they bring to the team.	**None**
1	**Approval of previous minutes and matters arising**	- Previous minutes formally approved. - Actions list. All complete aside from commissioners' email, action to be rolled over to next meeting and commissioners to be provided with any extra support required from ES. - No new declarations of interest were made.	**ES, SH(c), HS and CN**
2	**ICCAN setup progress (oral update)**	- SH reported that the minister has agreed the appointment of a 5th ICCAN commissioner. RL explained that this commissioner position will be specialist in nature rather than public facing. - SH reported that the recruitment campaigns for three of the four vacant posts within the secretariat had just closed. Interviews will be undertaken over the coming weeks. - SH reported that there has been a draft advert drawn up for the appointment of an expert panel. They will be public appointments. SH will be working with AG to ensure that the positions are advertised as soon as possible.	**SH and AG**

| 3 | **Governance update: Strategic Risk register** | - AG presented the updated risk register.
- Multiple changes and updates were suggested by the board to ensure that risks were clear, measurable and reflected both strategic and communications risks.
- Key points raised were:
1. All work streams and projects should have a clear project initiation document (PID) and framework.
2. The ICCAN team need to keep on top of ministerial changes and policy changes which influence or shape our work.
3. Training, development and team culture needs to be added to the risk around staff members.
4. The risk about independence and perception needs to be split into strategic risk and communications risk. The board felt that the strategic risk should be mitigated by a compliance regime around work streams which demonstrates work undertaken and how it was carried out. The board felt that a section of the Communications Plan should reflect how we would manage accusations around our independence. RL asked if we could identify a trigger point where the Communications Plan would be actioned?
- The board asked that all risks be clarified so that it is understood what the consequence of each risk is; ie 'There is a risk that ………. occurs, leading to …….'. .
- Register to be updated and high-rated risks to be brought back to the board quarterly, as agreed at the June meeting. | **AG** |

| 4 | **ICCAN corporate strategy: responses, feedback and themes** | - SC reported on the publication of the Corporate Strategy on 25/07/2019. Strategy will go out to all stakeholders and there will also be media releases at the same time. The board ratified the documents, having previously agreed the strategy by correspondence.
- SH reminded the board that although we have made as much change to the document as possible using the feedback received, there may still be criticism of the document.
- SH(c) suggested that we ensure that we communicate through our social media that we have 'listened and shaped' the work plan.
- RL suggested that we can reflect that 'prioritising one issue naturally means that another will fall away'
- Following a discussion about accessibility, the board agreed that while the documents published needed to be detailed to show the commissioners' consideration and decision-making, the infographics for social media helped to describe our objectives in a visual manner and that our press releases will go further to explain what we are doing in a manner that is accessible to those who are not familiar with terminology around aviation.
- CN stated that he felt that we should have very strong and robust lines around our work programme to ensure that we are remaining within our remit and not getting drawn into other agendas.
- HS expressed he would like it to be minuted that he felt that a lot of work had been done in a short space of time around the strategy documents and he would like to congratulate the whole team. This was echoed by the rest of the board. | **None** |

5	**ICCAN work programme**	- SH presented our work programme for over the next two years. - SH discussed the scope and capability of the team to deliver each project and highlighted areas of concern or where additional resources needed to be added. - SH noted that each team member will be allocated an airport portfolio and will be responsible for horizon scanning and ensuring that we are kept up to date with information about each area. - SH noted that the work programme was not exhaustive: we intended to work on other issues such as the government's aviation strategy - SH(c) requested that there be an option for the board to do 'deep dives' into each project and raise questions and requests for information where necessary. - HS noted that that board will provide both reactive and planned strategic intervention on project work. - ICCAN work programme was officially agreed by the board.	**None**

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6	Any other business	ACOG - Discussion around the creation of the Airspace Change Organising Group (ACOG), which would manage the process of airspace modernisation, and the importance of establishing a relationship with them. Agreed that this needs to be at board and officer level. Meetings to be arranged.	**ES and Comms Team**
		REGULATION - Discussion around future work of ICCAN in the area of regulation where RL raised that ICCAN needs to ensure that there is fair and consistent regulation before there can be fair enforcement. RL posed several questions to the board for future discussion: Where are the areas of regulation? Who does the current regulation? How do we ensure that there is an environment for change? Do we need to identify the areas where breaches cause the main impact? Should ICCAN be the enforcing body, the body that regulates the enforcement or the body that oversees the regulator? - The board agreed that the work programme will drawn out the key areas for regulation and that we need to ensure we work closely with the stakeholders already responsible for some of the regulation.	**SH(c), HS and CN**
		EXTERNAL VISITS - Across board feedback from multiple external visits undertaken over the last month. All of which were positive and interesting, however there was a discussion about the value of small meetings for our commissioners and in future small community groups will be encouraged to join with their larger neighbours to meet with ICCAN.	
		HEATHROW EVENT - Heathrow are organising a workshop around noise and the impact on health and have invited RL to sit as independent chair for the event. RL has accepted the invitation and several members of the ICCAN team will attend to support RL and gather information shared.	**RL and Team**
		BOARD MEETINGS - It was agreed that there was not a business need to have a board meeting in August and the next meeting will be September. Also agreed that all future meetings will start at 2pm rather than 3pm.	**ES**
		Date of next meeting: 25 September 2019	

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Signed

Robert Light
Head Commissioner

<u>Action Log</u>

Item Number	Action	Owner
1	Commissioner ICCAN emails	ES and commissioners
2	Expert panel job adverts and recruitment	AG and SH
3	Risk Register updates	AG
6	Meeting with ACOG	ES and Comms Team
6	Regulation questions	Commissioners
6	Heathrow event attendance	RL and team
6	Change of start time of board meetings	ES