



**Independent Commission on Civil Aviation Noise  
7<sup>th</sup> BOARD MEETING**

Wednesday 30 October 2019 at 2.30pm  
**Spaces, Euston Road, London**

**Board members present:**

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

**ICCAN staff in attendance:**

Sam Hartley, Secretary to the Commission  
Stephen Cooke, Head of Communications and Engagement  
Andy Ginever, Business and Finance Manager  
Rupert Basham, Engagement Lead  
Stuart Dick, Analyst  
Emma Strahan, Private Secretary and Business Support Officer (Minutes)

**Guests:**

David Moroz, Department for Transport (item 5)

**Apologies:**

Simon Henley, Commissioner  
Sheila Honey, Chief Analyst

Item No	Agenda Item	Minutes	Actions Agreed
1	<b>Approval of previous minutes and matters arising</b>	<ul style="list-style-type: none"> <li>- Previous minutes formally approved.</li> <li>- Actions from last minutes discussed. Expert panel recruitment still in progress but progressing well.</li> <li>- Declarations of interest: SK reported that he is line manager for a supporting member of the Heathrow Noise Envelope Design Group (NEDG) secretariat, through Mott McDonald. This has also been declared to and noted by the NEDG. Given ICCAN's role as observer to the NEDG, this was agreed by the board as not being a conflict of interest.</li> </ul>	<b>None</b>

2	<b>ICCAN setup progress (oral update)</b>	<ul style="list-style-type: none"><li>- SH reported that one of the Chief Analyst job share appointees (Sheila Honey) has already started in role and the other is due to start mid-November. Once the Chief Analysts are in post, a decision will be taken as to how to fill the one remaining Senior Analyst vacancy.</li> <li>- The first ICCAN Newsletter is ready and will go out next week. There will be a refresh of the Corporate Strategy and an Annual Report published in Spring next year.</li> <li>- RL asked if we could consider what we will publish alongside the annual report to ensure that the commentary of our first year is engaging and builds on the work done.</li> <li>- SH noted that the context should be framed around our work programme and we should ensure that we don't overshadow our work output publications with other overarching documents.</li></ul>	<b>None</b>
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4	<b>Governance update: Risk Register, Budget and Equality Policy</b>	<p>- AG presented the risk register update for the board. Changes noted on several risks with regards to scores and impact. Last risk on register to be removed as it is duplicating another risk.</p> <p>- RL suggested that we develop a mitigation plan for after the general election, to include preparations for possible departmental review and targeted meetings with key MPs, transport committees etc.</p> <p>- SH asked that the comms team design an engagement plan for the responsible ministerial team and the shadow opposition teams following the election.</p> <p>- AG then presented the Equalities Policy which was agreed by board and signed off.</p> <p>- AG presented the current budget and proposals for managing the underspend. Underspend plan agreed by the board plus SK noted that we may also need a consultant to do any modelling to compare noise metrics.</p> <p>- RL requested that a quarterly budget report be brought to board for sign off on spending and that we monitor planned versus reactive spending.</p>	<p><b>AG</b></p> <p><b>SC</b></p> <p><b>AG</b></p>
5	<b>External Speaker</b>	- David Moroz, from the Department for Transport, presented to the board about ICAO and CAEP priorities for the next three years.	<b>None</b>
6	<b>Any other business</b>	<p>COMMS REPORT</p> <p>- SC presented the quarterly comms and engagement report to the board. This was very well received and RL reported that he felt it was very helpful and informative.</p> <p>ENGAGEMENTS UPDATE</p> <p>- RL reported that the meetings with Lord Deben and Paul Maynard MP were useful meetings.</p>	<b>None</b>
		<p><b>Date of next meeting: 27 November 2019</b></p> <p>Apologies given by CN and HS for next meeting</p>	

Signed

**Robert Light**  
Head Commissioner

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Item Number	Action	Owner
3	Multiple ongoing actions as part of consultation and engagement project	RB and SC
4	Changes to Risk Register	AG
4	Engagement plan for the responsible ministerial team and the shadow opposition team following the election.	SC
4	Quarterly budget report be brought to board for sign off on spending	AG