



**Independent Commission on Civil Aviation Noise**  
**14th BOARD MEETING**  
Wednesday 27 May 2020 at 2.00pm  
**Video Conference**

**Board members present:**

RL - Robert Light, Head Commissioner  
SK - Simon Kahn, Commissioner  
SH(c) - Simon Henley, Commissioner  
HS - Howard Simmons, Commissioner  
CN - Colin Noble, Commissioner  
SH - Sam Hartley, Secretary to the Commission

**Other ICCAN staff in attendance:**

SC - Stephen Cooke, Head of Communications and Engagement  
EM - Emma Mead, Chief Analyst  
ES - Emma Strahan, Private Secretary and Business Support Officer (Minutes)  
JL – Senior Policy Manager (Item 3)  
SHk – Sophie Hossack, Analyst (Item 2)  
SD – Stuart Dick, Analyst (Item 2)

**Apologies:**

AG – Andy Ginever, Business and Finance Manager  
SHy – Sheila Honey, Chief Analyst

| Item No | Agenda Item                                             | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Actions Agreed |
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| 1       | <b>Approval of previous minutes and matters arising</b> | <ul style="list-style-type: none"> <li>- Previous minutes discussed and formally approved.</li> <li>- Actions from last meeting either complete or to be addressed during this meeting. With the exception to action under Item 2 – Letter to airlines, which on reflection was decided unnecessary as airlines were acting themselves.</li> <li>- No matters arising and no declarations of interest.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>None</b>    |
|         | <b>Chair and Secretary's monthly updates</b>            | <p><u>Chair's update - wider aviation landscape</u></p> <ul style="list-style-type: none"> <li>- RL noted that we sent a letter to the Government to capture our intentions for the future. Outcome from this was an interview with BBC Surrey and positive response on social media channels. In addition, there was a comment from Department for Transport (DfT) acknowledging that environmental factors will be considered when planning for the recovery of the aviation industry.</li> <li>- SC noted that we have an opportunity to have a piece in the International Airports Review which would be a good platform to use.</li> <li>- SH(c) noted that there was an opportunity now to say what we are going to do to next. Key points being consultation toolkit, noise metrics, flight paths, prioritisation of quietest aircraft, don't refill night hours, etc. It would be useful to have a briefing note with clear bullet points to start putting out on our media channels.</li> <li>-SK noted that we could encourage airlines and airports to apply the principles of the Balanced Approach to recovery.</li> <li>- RL noted that he has met with both the Edinburgh Airport Noise Advisory Board (EANAB) and an Edinburgh Airport representative.</li> <li>- RL and SH also met with the chair of the Heathrow Community Engagement Board (HCEB). It was noted that Airport Consultative Committee's (ACC's) may receive less funding as airports tighten their belts.</li> <li>- Luton and Manchester City councils have reported that they have a massive reduction in their budgets because of the decline in aviation activity. RL noted that it raises</li> </ul> | <b>SC</b>      |

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|  |  | <p>the question of how can airport owners be airport regulators? Is there scope for airport revenue to be shared across to neighbouring councils?</p> <p>- RL noted that the landscape is very unclear now with regards to when flights will restart and how they will look. SH(c) and RL also noted that the quarantine measures might have an impact but also might be difficult to sustain.</p> <p><u>Secretary's update – stakeholders and resources</u></p> <p>- SH updated that ICCAN will be investigating partnership working with Sustainable Aviation.</p> <p>- ICCAN have also met with representatives from NATs about working together and sharing data.</p> <p>- SH has been in discussion with DfT to be kept up to date with their recovery programme.</p> <p>- Resource levels remain the same, staff with reduced hours and caring responsibilities. The picture is still unclear about what will happen with the schools and childcare and therefore we expect to continue working with a reduced staff capacity.</p> <p>- Recruitment: the G7 position has been filled with an exceptional candidate who has a background in public health, and we have two strong candidates for the SEO position; a decision on appointment is expected in the next 24 hours.</p> <p>- DfT and Spaces have both completed risk assessments on the offices in preparation for staff returning. SH noted that in line with government advice, we will be working from home for the foreseeable future and that we will ensure that staff are safe both in travelling to work and whilst at work when we do return.</p> <p>- SK asked if we have surveyed the staff about their views about returning to work? SH noted that we have undertaken a staff survey but we don't yet have the results, however we have been made aware that other government departments have been told that they won't be able to return until the end of the year.</p> |  |
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| 2       | COVID-19 update | <p data-bbox="520 293 874 327"><u>Summer Work Programme</u></p> <p data-bbox="520 367 1230 685">- SHk presented slides on the summer work programme. ICCAN has commissioned Ipsos Mori to conduct an attitudinal survey on attitudes to aviation noise and whether these have changed during this period of reduced aviation. Ipsos Mori will analyse the results and provide a summary report. Question themes and the timetable for first draft of the report were shown with one risk to the completion of the project being the availability of data from the CAA.</p> <p data-bbox="520 725 1230 972">- RL asked about the delay in getting data from the CAA and if there was anything that can help. He feels it is essential that we stick by the agreed timetable to ensure we get a clear picture and we get the research in before planes start to fly again. SHk confirmed that the delays were beyond our control but had moved over the past week.</p> <p data-bbox="520 1012 1230 1294">- SD presented slides on our data analysis of changes to noise around the airports. SD explained that we will be looking at three different data sets, using freight and passenger ATMs, track density of flight paths plus noise readings from static noise monitors around airports. We will draw these together and identify trends that demonstrate increases and decreases of aircraft noise for local communities.</p> <p data-bbox="520 1335 1230 1473">- SD asked the board how they view this analysis being disseminated to wider stakeholders and is there a preferred end date to the data analysis? Currently we have an agreed end date of March 2021 with the CAA.</p> <p data-bbox="520 1514 1230 1653">- RL stated that we won't know currently when the end date would be best. We would like the ability to be able to review in either direction. Board agreement for this.</p> <p data-bbox="520 1693 1230 1832">- SK noted that we might be able to present some academic papers in the future around the data we have although we need to be mindful that the data might not be clear so we might not have clarity.</p> <p data-bbox="520 1872 1230 2011">- Board noted that they were very pleased with these two pieces of work and felt that they are credible and reflected the high levels of work that had been undertaken.</p> |                |

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|  |  | <p>- CN asked are we asking about ghost flights and taking them into consideration? Are they included in the data and are the industry taking them into account within the data? Are they going to use ghost flights to open slots and reposition aircraft?</p> <p>- SK noted that we need to ensure that we are taking notes of exceptional flights and ghost flights to ensure that these don't skew the data.</p> <p>-SH noted that the EU have said that ghost flights don't need to be undertaken to ensure slots at present. However, simulator activity will be much restricted and therefore training pilots will need to be doing live flights for training.</p> <p>- RL noted that it would be useful to have a more transparent way of showing how slots are maintained at airports.</p> |  |
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| 3 | <b>Future of Regulation</b> | <ul style="list-style-type: none"> <li>- JL presented an update on the Regulation project and the rapid evidence assessment that NatCen have been undertaking. The first draft of the report was returned recently, and the team are still digesting and reviewing this.</li> <li>- JL explained that NatCen had used a clear analytical framework to explore each regulatory model and how they work. They also looked at the regulatory tools that are used by other agencies, showing those that are market driven and those which are government driven.</li> <li>- RL noted that there had been a shift in the chemical industry from being regulated to working together to ensure that the UK is leading on processes. RL suggested that perhaps we could use them as an example.</li> <li>- RL noted that the Environment Agency often finds itself in a difficult position as it regulates and prosecutes.</li> <li>- CN noted that there needs to be a contextual political framework and sponsor department driven framework. There would be a risk that a formal regulator would get left with responsibility but none of the money to do it.</li> <li>- SK noted that it will be interesting to compare national regulators with region regulators.</li> <li>- HS asked if there were any processes being used across the rest of the world that we can lift and apply to the UK? JL noted that currently there weren't and that ICCAN will need to develop something that works with the set-up of the UK aviation industry.</li> <li>- RL asked if we are in a position to be able to draw out what areas can be regulated by what areas such as DfT, DEFRA, CAA, local authorities, etc. How do we group together all of the areas of noise which require regulation and allocate them to the right agency?</li> <li>- SH noted that we will now move forward with the evidence, background and theory in order to come up with a well-reasoned framework to apply to the UK.</li> <li>- RL asked that the project is returned to board at regular intervals as it evolves, as the information becomes clearer and recommendations begin to emerge.</li> </ul> |  |
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| 4 | <b>Work Programme: Project Highlights Report</b> | <ul style="list-style-type: none"> <li>- EM presented the project highlight reports and noted thanks to the team, especially with progressing the summer 2020 work.</li> <li>- Our work is heavily dependent on external suppliers/stakeholders and so when their resources are impacted it has a knock-on effect on our work.</li> <li>- The two incoming candidates from the recent recruitment campaigns will be able to help to support the work programme.</li> <li>- The publication date for the noise metrics report has been moved to mid-July due to the importance of analysing external QA checks.</li> </ul> |  |
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| 5 | <b>Governance Update: Budget and Risk Register</b> | <ul style="list-style-type: none"> <li>- SH presented last year's budgets which have not yet been audited by the NAO. The original forecast was handed to us by DfT when ICCAN was created so there are differences for the new forecast.</li> <li>- SH noted that we have secured a slightly increased budget for next year and the underspends in certain areas are expected given the initial set up issues and recruitment etc.</li> <li>- ICCAN will be preparing an annual report with a view to being transparent with our processes.</li> <li>- RL noted that he expects the 20-21 forecast now to change somewhat due to the impact of COVID-19 so the board would like to review regularly. In addition, there is a risk that we might not be able to undertake the planned spending due to current circumstances.</li> </ul> |  |
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|  | <p><b>Comms and Engagement: Monthly update and Corporate strategy one-year report</b></p> | <ul style="list-style-type: none"> <li>- SC gave an overview of engagement this month, which is understandably low given the current circumstances.</li> <li>- SC noted that we are doing an average of three social media messages a week. We are trying to vary our tweets and keep our audiences, both up to date and engaged.</li> <li>- SC noted that the website activity remains positive and people are still accessing and viewing pages.</li> <li>- SH gave the board an update on the Corporate Strategy one-year review. There will be a short commentary about what ICCAN have undertaken this year and this will be circulated to commissioners later this week.</li> <li>- The board was shown an updated timetable for our new work programme and the changes will be highlighted in the one-year report.</li> <li>- SH noted that the secretariat will start developing ICCAN's second corporate strategy in September 2020 this year so that it will be ready for March 2021.</li> </ul> |  |
|  | <p><b>Board Forward Look and any other business</b></p>                                   | <p><u>Forward Look</u></p> <p>Agreed by board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|  |                                                                                           | <p><b>Date of next meeting: 24 June 2020 at 2:00pm, via video conference</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

Signed

**Robert Light**  
**Head Commissioner**

Actions Table

| Item Number | Action                                            | Owner |
|-------------|---------------------------------------------------|-------|
|             | Consider drafting briefing note re our next steps | SC    |