



**Independent Commission on Civil Aviation Noise
15th Board meeting
Wednesday 24 June 2020 at 2pm
Via 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
AG Andy Ginever, Business and Finance Manager
SHy Sheila Honey, Chief Analyst
EM Emma Mead, Chief Analyst
ES Emma Strahan, Private Secretary and Business Support Officer (Minutes and Item 5)
SHk Sophie Hossack, Analyst (Item 3)
SD Stuart Dick, Analyst (Item 2)

Apologies:

None

Meeting Minutes

Item 1 Approval of previous minutes and matters arising

Previous minutes discussed and formally approved with a note below.

SH(c) noted that in the last mins there was a request to consider a briefing note to describe our next steps. SC stated that there are two things in process to address this, both an updated one pager about ICCAN and our story plus the revised communications strategy, to be delivered in his presentation in this meeting. These can be used by commissioners to present a consistent narrative.

Declarations of interest: SK noted that he is involved in a piece of work with Department for Education and Skills on Gen Zero Schools, which is on the Gatwick Airport boundary. This was agreed not to be a conflict of interest for matters on this agenda.

Actions agreed:

None

Chair and Secretary's monthly updates

Chair's update:

HCEB independent forum meeting was attended by RL, HS and SH, and it went well. HS did a blog on this on our website with his reflections, which was well-received.

RL reported on several catch-up meetings across industry and community groups, including with Neil Robinson from MAG, and John Stewart.

Tomorrow RL is joining a meeting with Menston and Burley community groups re operational issues and application to vary operational times at LBA.

Also tomorrow, SH and RL are having a meeting with the Scottish Cabinet Secretary for Transport who is keen to hear about our work.

Secretary's update:

SH spoke with the aviation director at the Department for Transport (DfT) about their activities and current work. They are still dealing with the operational response to COVID-19 and they haven't had capacity yet to think about the Aviation Strategy or any further noise work.

SH and SHy met with the Regulatory Policy Committee to introduce our work and find out more about what they do. A brief oversight of our work was given but further conversations will be undertaken around our regulation work.

SH and the Chief Analysts had a meeting with ARUP to discuss their work on sleep disturbance with which they are keen for us to work alongside them. We shared information around our Summer 2020 work and will continue the conversation with them.

SH and SH(c) had a meeting with Gatwick to get an update on their restart process. They were clear that it is a difficult picture for Gatwick currently. They wanted to ensure that stakeholders were aware of the situation and the impact on jobs.

SH updated the board re staffing resources. We have a start date of 1 August for our Senior Public Health Analyst and we are still negotiating a start date with the Policy Advisor. The job description for the comms support is done and we will be progressing with that soon.

SH fed back that DfT senior management do not expect people to be returning to the office this year but that people who need to return can do with safety precautions in place. Some of our resource has increased due to schools reopening but this is time-limited until school holidays where it will fall again. It is likely that we will not return to full resource until September at the earliest.

Item 2 Project Update: Insulation review

SD presented slides to give an update on his insulation review and the progress of differing approaches and work streams. Change in one of the key areas explained to the board and the details of the tender that is being put out.

RL asked if at the end of this piece of work will we have enough evidence to say what is good enough insulation for a specific circumstance?

SD noted that what we are looking at is best practice for airports to follow when retrofitting for existing dwellings. It isn't for new-builds, which is a planning matter.

CN asked that if we are in danger of creating recommendations that can't be met by new builds? SK said that if we produce recommendations then they should ensure that they are accounted for in the planning process. Insulation packages as mitigation for existing dwellings are different to insulating a property from scratch during the build process.

SD shared details of the work that is being carried out by the CAA and a summary of feedback received from airports about their thresholds for eligibility for their schemes.

SD addressed a question raised as concern at the last board meeting around qualified people able to install approved insulation.

SD showed the board an example of an insulation study done in Glasgow. It was noted that even with two layers of insulation the noise levels were still well above the recommended levels for internal of properties.

SD gave the board a breakdown of each airport's expenditure on insulation. RL noted that insulation should be operational expenditure and shouldn't come from other funds such as community grants.

SK noted that perhaps we could ask for noise impact to be displayed alongside flight bookings as carbon impact is?

Actions agreed:

None

Item 3 Project Update: Health

SHk presented an update on the health project, the key aims and objectives. Presented a summary of what has been done so far and the agreed research questions.

Timeline for board showed the next steps and the use of external expertise to help us identify feasible future research which will be published as an ICCAN note alongside the evidence report.

SK noted that the evidence base has been criticised in the past because of the quality of the methodology so it's important to focus on the gaps and see what we can add.

RL asked if we could look at where the risks are to us in terms of external challenge to our work around this?

SH noted that we will be asked what it is that we are doing that is new or different.

SK noted that equally we can recognise and confirm best practice if we find it.

Actions agreed:

EM and SHy to review the risks (in terms of external challenge) to our work around health.

Item 4 Work Programme: Project Highlights Report

SHy presented the project highlight reports and highlighted the current risks.

SHy highlighted a delay in the publication of the Development study to early 2021. This was noted by board but a request was made by the chair that this doesn't slip any further.

SHy reported to the board that the Land Use planning project has not progressed because it's dependent on stakeholder involvement for the development of best practice and the current situation means that this cannot take place.

Discussions continue with the CAA over the data that we need and can have access to.

Actions agreed:

None

Item 5 Governance Update: Tailored Review

ES presented slides on the key areas that the tailored review will focus on and a snapshot RAG rating of our current position.

Risks/issues were highlighted and mitigations for these will continue so that RAG ratings can be improved.

One area of concern is that we don't know what the benchmarks against which we will be measured will be and so we cannot say if we are meeting these. Information to be sought from DfT if possible, to mitigate this.

The board noted that the Framework Agreement had not yet been signed and was with DfT to be finalised.

The board agreed that it should be kept apprised of the tailored review as part of the Secretary's updates rather than a separate item.

Actions agreed:

None

Item 6 Comms and Engagement: Comms Strategy Update

SC presented the updated Comms and Engagement Strategy to the board.

SC noted that we published our corporate strategy one year on document last week and this has been well received so far. It's the first time we have published a fully accessible online document, which we will continue to do in future.

SC then presented six key messages for our post COVID recovery work that will ensure that our work and our communications have a consistent narrative.

SH(c) noted that the flight numbers bullet point could be interpreted negatively by the airlines and airports. It's important for us to encourage airports to take the opportunity to do things better. Additionally, we need to capture that airports must be ready to react to and proactively prepare for and pre-empt the response to noise during the recovery period because it will create more annoyance, i.e. recognising the change effect.

SK and HS agreed and said that we must help to ensure that that recovery is done under new terms and managing the noise change.

SH and SK noted that airports could get some credit for saying that older aircraft aren't allowed to come back and there will be increased numbers newer / quieter aircraft.

SC highlighted the publication milestones for our upcoming publications for the board. Suggested that we could do online community Q&A events with communities and maybe a parliamentary event.

SC also noted other planned comms activities such as updating the website, paid for promotions and 'explainers' to help people understand the issues we are trying to explain.

RL noted that maybe we could have something ready for publication in August about the recovery and ICCAN's expectations, including the comments discussed under this item.

Actions agreed:

SC to update comms strategy based on conversation detailed in minutes and consider summer messages about the recovery and ICCAN's expectations.

Item 7 Staff Survey Results

SH noted that we repeated our ICCAN staff survey after six months as planned because we were in our first year, but it was also run alongside the DfT Pulse Survey.

We had full engagement from the whole staff team which was positive, although the sample was slightly different because of leavers/joiners.

SH presented the overall summary of the results, which were generally very positive. Two areas where scores have dropped are the learning and development score and in the my work questions.

SH highlighted that the notable improvements were in line management, pay and conditions, leadership and overall engagement.

SH stated that there will be a small working group to delve further into the comments and ensure that we address any concerns, especially those around learning and development. It is essential that the team know that the whole SMT is supportive of all areas of personal development and preparing people for their future careers.

RL noted that we should perhaps have some more questions about board performance added so that the board can receive some clear feedback.

SK noted that the free text around outsourcing some areas of research and the comments about training might be linked.

SK and SH(c) offered to deliver training for the whole team. Board agreed that this would be helpful.

RL noted that we need to ensure that we are focussing on all the positives as well as the areas of concern but that the board will be keen to hear the outcomes of the working group who are exploring the detail of the concerns raised.

Actions agreed:

AG to review questions around the board in the staff survey.

JL to bring the results of staff working group to board in July.

Board Forward Look and any other business

July and Sept board dates confirmed as the 22nd July and 9th September.

There will be a separate regulation session in late September rather than on the agenda for September board.

SH(c) noted that for the summer messages we should look at what are the benefits that we have seen for aviation noise and what are the ones we should retain for the recovery work.

Date of next meeting: 22 July 2020 at 2:00pm via video conference

Signed

Robert Light
Head Commissioner