

Independent Commission on Civil Aviation Noise
19th Board meeting
Wednesday 4 November 2020 at 11am
ICCAN offices, Woking, and by 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
RB Rossy Bailey, Senior Analyst
SHo Sophie Hossack, Analyst
LG Louisa Guise, Communications Lead
RBa Rupert Basham, Engagement Lead
NG Nash Gwaze, Private Secretary and Business Support Officer (Minutes)

Welcome, apologies and declaration of interest

RL welcomed attendees to the committee and particularly welcomed NG to ICCAN and her first board meeting.

There were no apologies. SK declared that he would be involved in a Mott McDonald bid for work on the public address system at Stansted Airport. The board noted this declaration and agreed that it did not constitute a conflict of interest with ICCAN's work.

Item 2 Minutes of last meeting and actions

The minutes of last meeting were agreed with no matters arising. All actions are either in progress or completed.

Chair and Secretary's monthly updates

RL updated Board on a meeting he attended with the Gatwick Noise Management Board. SH provided feedback on the Heathrow Noise Forum he attended. ICCAN Focus groups were due to start soon with a good number of people already signed up.

On staffing, the interviews for the SEO Policy Advisor role had taken place and an offer has been made to the successful candidate pending security clearance.

Item 3 Engagement Project – Approval

SC and RBa presented slides around the engagement project and the current position of the work. The aims of the project were reiterated. There was some discussion on what the membership of noise forums should be. SHen asked whether it was the right time to publish the report given the slowdown in aviation. The Board agreed that the project should continue

as it is important that engagement with communities continue in order to build trust; however, we need to think about the timing of the engagement piece and review the content. We need to be clear on timescales.

SK raised question about role of ICCAN in the engagement, and that the team should consider how we engage with airports following publication.

The Board agreed with slides presented and wanted the project team to ensure the narrative of the report reflected current situation of the aviation industry relating to Covid-19 and the prospects of recovery.

Actions agreed:

Project team to reflect narrative in final report, consulting with board members as appropriate.

Item 4 Work Programme: Highlight reports

EM presented the work programme highlight reports. These had already been sent out to the Board and so only the key changes were highlighted.

Health and noise project remains on track with a paper coming to the December Board meeting.

The noise insulation schemes project remains on track. BRE have provided the first draft of the insulation review with the general structure of the final report being agreed. A paper will be presented to the Board in December for approval.

The noise metrics programme remains ongoing. Draft report from the CAA on using different metrics has been received and is being looked at. Manchester airport have agreed to share their noise data with us. The risk remains that a heavy workload may result in the final report being delayed.

Work continues on the Regulation project since the update to Board in September. There is a risk that resources may be inadequate to meet current timelines; and together with the impact of the pandemic on the aviation sector, some re-prioritisation may be required.

The summer 2020 attitudinal survey has been published together with data tables. It was agreed that this project could now be closed.

Board wished to note the continued excellent quality of work across the board on the Work Programme projects.

Item 5 Comms and Engagement:

Communications Strategy

SC presented slides on the updated strategy for 2020-21. This included a reminder of the objectives agreed earlier in the year, and who the organisation's target audiences are. There was then discussion on the timelines for the remainder of the year given the effect of the pandemic and elections in 2021. The engagements planned for Spring 2021 were agreed by the Board but that they should be kept under review.

Actions agreed:

The Board asked for engagement activity in 2021 to be kept under review, particularly the timing of the parliamentary events.

Social media and website evaluation

LG updated the Board on the effectiveness of ICCAN's social media channels and website. This included the reason why we use particular channels and how we measure their effectiveness. Several recommendations were made to Board as to how Communications could be improved via social media and the ICCAN website.

Presentation was well received by Board. SHen queried why the toolkit was included in the stats as there was no activity attached to it. LG stated that the toolkit was hosted on a separate platform and therefore did not appear here. The Board expressed the need to ensure that we are using the latest and most appropriate platforms for dissemination information.

Actions agreed:

Analytics for the toolkit page to be investigated and added to future evaluations.

Comms and Engagement: Quarterly Communications Dashboard

SC presented the communications and engagement summary for July to September. This was a period of reduced lockdown and so our external stakeholder engagement remained lower than originally planned prior to March.

SC highlighted that our social media followers have increased across all platforms and that the website continues to be used frequently. Data showed that the vast majority of our users were from the UK, and that of those most were in England.

Actions agreed: None

Item 6 Governance: Risk register update and budget update.

AG reported on the budget update and noted ICCAN's financial performance against the profile. The Board was also updated on the future spending plans for 2020-21. Board happy to accept the finance report as presented.

AG presented the high-level risk register. Two new risks have been added since the register was last reviewed at Board. The overall rating of some risks have been reduced and some have increased. SHen asked whether some of the underspend could be spent on staff training as this was a new risk this month. It was confirmed that it would.

The Board had no other issues to raise and accepted the report.

Actions agreed: None

Board Forward Look and any other business

Board noted the forward look. RL also wanted to record that the board members were impressed with the quality of papers presented and thanked the team for their hard work.

Date of next meeting:

9 December 2020 at the Woking office and via video conference.