



**Independent Commission on Civil Aviation Noise  
16th Board meeting  
Wednesday 22 July 2020 at 2pm  
Via Video Conference**

**Board members present:**

RL Robert Light, Head Commissioner (joined at end of Item 2)  
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)  
SD Stuart Dick, Analyst (Item 4)  
JL Senior Policy Manager (Item 2 and Item 6)

**RL was temporarily unavailable at the start of the meeting. In his absence, the board members agreed unanimously that SH(c) should chair the meeting. RL joined and resumed the chair at item 2.**

**Apologies:**

None

**Meeting Minutes**

**Item 1 Approval of previous minutes and matters arising**

Declarations of interest – SH(c) noted that the RAeS is going to be undertaking a piece of work with airports and airlines for those who might have lost their jobs during Covid-19.

SH(c) has been involved in forming a consortium around hydrogen in aviation that will involve HAL amongst others.

The board agreed that these declarations did not constitute a conflict of interest for items on this agenda.

The minutes of last meeting were agreed with no matters arising. Item 3 action is ongoing. Item 6 action is complete. Item 7 actions are complete.

**Actions agreed:**

None

**Chair and Secretary's monthly updates**

**Chair's update (note: this was provided later in the meeting):**

RL reported on his recent engagements, including an engagement with Michael Matheson, Cabinet Secretary for Transport in Scotland. He suggested we could work alongside them on their noise strategy for Scotland.

RL reported that he had a catch up with Nathan Philips (Director of Aviation, DfT). No new information to report.

RL brought the board's attention to the new ACOG report that raised some clear and salient points on airspace modernisation.

New Chair of the CAA, Sir Stephen Hillier, is starting on 1 August. RL has a call with him already in the diary.

RL stated that he wished to say congratulations to the team on the metrics report – it is a complex area and the report addresses this in a manageable way and shows how this can be addressed. Well done on publication.

RL also noted additional congratulations to the comms team for the upcoming publication of our consultation toolkit. RL noted that there is an appetite for this and people are keen to see our publications.

The whole board joined RL in these congratulations.

**Secretary's update:**

Government update on noise work and Aviation Strategy – they are still reporting that they will return to noise policy work over the next few weeks. They committed to showing progress by September 2020 subject to approval by the minister. ICCAN will need to ensure that we press to make sure that the work on noise in the Aviation Strategy continues later this year.

Update meetings with airports have had consistent messages about job losses and economic issues. Mixed messages about general recovery but some positive statements from Luton and Birmingham. The airports have been positive in reporting about their engagement with communities and have been holding on-line community meetings and some have ring fenced their community teams. Airspace modernisation is still receiving positive support in the south east, more so than in the north.

SH attended the Luton airport NEDG meeting as their DCO application is continuing. Luton demonstrated that they have been thinking about the impact on communities and have made efforts to use data that communities recognise and trust.

SH and the SMT met with Lisa Lavia of the Noise Abatement Society about her current work on community engagement and the work of the Society, which ICCAN looks forward to seeing later this year.

The Sustainable Aviation Quieter Group meeting held with ICCAN yesterday was very productive. Good feedback on our noise metrics report was provided. Interesting suggestions on operational ways of working and best practices going forwards.

SH and SC attended the delayed Government's Aviation Noise Engagement Group (ANEG) meeting. SH presented on our current work programme and future plans. There were some questions from community groups and industry. DfT were unable to provide an Aviation Strategy update as they have all been drafted to undertake work on the Covid response.

The Expert Panel is now formally established. Membership to the panel will be circulated to the board.

With regards to staffing, the appointment for the SEO Policy Advisor role withdrew his application and so we are now going through an internal Expression of Interest process to aim to get someone into post quicker.

SH and AG have arranged for a full health and safety assessment of the office on 7 August and so we can ensure that it fulfils the requirements being put onto all DfT buildings, with a hope that some staff can return to the office in the near future.

**Actions agreed:**

SH to circulate the Expert Panel membership to the board.

**Item 2 Project update: Future of regulation/enforcement**

JL updated the board on the approach to the work and where we currently are with the process. The NatCen REA Report has addressed the areas of identifying what regulation already occurs and understanding how regulation occurs in other countries and similar sectors. Therefore, our current project objectives are establishing the need for more effective regulation and determining an appropriate model for the regulation of aviation noise in the UK.

JL reported that in a wider political context, the current drive is to seek alternatives to regulation and therefore we will need to demonstrate a systematic and robust case for change.

JL noted that our framework started with looking at the overall current situation with regards to aviation noise regulation across the UK, this was addressed by the NatCen report. Now we will look at each area and key issues within those areas to ensure that we are adequately covering all the concerns and risks. The aim of our approach will be to try and articulate what regulation would mean for the average citizen. We will also look at what is happening in other countries and by regulators in other sectors.

SK noted that he thought the approach is very clear. He asked that we add 'and quality of life' to the health issue; and corrected the slides to say that Section 106 are planning obligations not conditions.

SH(c) noted that communities are very concerned about growth. There is no effective regulation or consistency in approach. Should we add something about growth proposals to be better considered?

JL noted these additions and then addressed how the team will look at a model for regulation both in the short and long term. This will include an assessment who is already responsible for these areas, as well as the practicality of approaches and barriers to implementation.

JL reported that once the work is complete the team will be in a place to recommend a model. The timeline currently stands that we will need to do work over the summer and then return to the board in September with some suggestions for models.

SH noted that our recommendations need to be robustly evidenced and will need to be a clear and complete piece of work. We would like to consult external stakeholders and perhaps test the water with our initial ideas with our second corporate strategy consultation.

RL updated that given the amount of work and the systematic process that needs to be followed we would then put our recommendations to the Government in the Spring of 2021.

SH(c) asked if the production of a document to 'consult' on be a distraction from the getting the main report completed?

SK noted that there is a risk that the team could get bogged down in detail as the regulation we produce will be very high level and the rest will be guidance. But it needs that level of detail to ensure that the proposals are enforceable. It is the right strategy but it needs to ensure that we are demonstrating what is enforceable and what is reasonable.

RL noted that we need to start verbalising the case for change before we publish the report and that should feed into our key messages over the next few months.

RL noted that he believes that one of the key questions could be - is the ICAO balanced approach an obstacle or an asset to effective noise regulation?

RL stated that we need to be able to say and show what is not working/what is not currently effective/what needs amending? Plus, can we make it clear to industry that by changing regulation and adopting a new approach it will support them with their growth and future?

**Actions agreed:**

None.

### **Item 3 Project update: Engagement**

SC presented slides around the engagement project and the current position of the work. The aims of the work were reiterated as well as the impact of Covid 19 on the work.

The scope of the work has been considered and the areas to be looked at were presented to the board for comment. In addition, the results of the survey undertaken earlier this year were also presented to board and will be used as part of the work.

The proposed project timeline was shown with a view to publication in the Autumn.

RL requested that the principles of engagement that will be detailed in the Toolkit will be repeated in this piece of work as he felt these were very clear. He asked that we ensure that the feelings of the communities are reflected in the engagement report and our observations of engagement by airports also need to be honestly reflected, the lack of their self-awareness and the difference in our opinion to theirs as to their effectiveness.

SC and SH(c) noted that we can include that detail but we need to include evidence. SC noted that we can draw on the board's experience and observations from meeting the communities. SC also noted that the board have community engagement experience and asked that the board to help industries understand that there is a different way to engage.

SK noted that TfL did a nice piece of work on turning around community resistance in their work so perhaps we could draw on that. SK stated that he will find the detail around this and send to the team.

SC stated that we will need to manage some expectations around our position to be able to tell them 'how' to engage rather than the principles. SH(c) noted that perhaps we should give airports ways in which they can measure and evaluate the ways in which their communications are being effective.

RL stated that one of the key things is that bodies should have an answer to the question 'what are you trying to achieve' before they commence on any engagement or communication with their communities.

SC noted that it is important to build on the momentum of the toolkit and ensure that we deliver something that is valuable but also timely.

The board agreed that the report should make certain firm recommendations on aspects such as noise forums.

#### **Actions agreed:**

SK to provide the data around TfL engagement to the team.

#### **Item 4 Project update: Summer data collection**

SHy presented an update as to the progress of the Summer 2020 Attitudinal survey. 2,003 interviews were completed, a good age spread was achieved and the target sample for each of the five chosen airports was achieved so that we can discuss both urban and rural airports, of varying sizes and activity.

The main research question topics were reflected to the board and next steps with regards to the project were discussed.

SH noted that we need to maintain an open mind about the data that might come back and what that might show as it may not reflect our current understanding of the situation.

SD then presented a progress update of the work around aviation noise around UK airports during the period of reduced activity. A data package has been agreed with the CAA covering five different workstreams to provide us with a wide range of information.

The board agreed that they were happy with the progress made and agreed with the suggested next steps. Commissioners noted that we will need to request a further data pack from the CAA in December 2020 if we want further data past March 2021.

RL asked if there was other data that we can request if we find that what they are providing isn't quite what we wanted. SD stated that yes there is some flexibility in their approach and our ability to ask for different things.

RL noted that it's important for the future that we understand what the CAA does with regards to data collection and production. It would be useful to have a summary of this and understand their methodologies. SD agreed that this would be useful going forwards.

SH noted that one of the considerations for our decisions about whether we are getting value from the data and whether we need to extend our timescales will depend on our future corporate strategy and direction of our work.

**Actions agreed:**

None

**Item 5 Work programme: Highlight reports**

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

Consultation toolkit has moved to Green due to publication due next week.

Development Study, Engagement, Regulation, Summer 2020 Attitudinal survey and Summer 2020 Aviation noise data are on track.

Health and noise project is moving forward; a draft report has been received and has gone out to external stakeholders for comments. The next steps will be a workshop to explore which areas ICCAN should focus upon and where our work will focus in the future.

SHy noted that the land use planning project is on hold so the team requested that it is removed from the highlight reporting process and for it to form a strand of the regulation project. Board agreed this.

Insulation project has received multiple tender requests, which is very positive and so the next steps will be to devise the structure of the required report and to analysis the tenders received.

Noise metrics project report was published and so currently we are monitoring feedback, lessons learned, addressing any queries plus we are moving onto planning the next steps and the timing around that.

Board wished to note the excellent quality of work across the board on the Work Programme projects. Board specifically asked for this to be minuted and for SH to feed this back to the team.

**Actions agreed:**

None

**Item 6 Staff survey update**

JL presented the feedback from focus groups conducted with non-SMT staff around the survey responses. Acknowledgement that the survey was conducted during the period of the pandemic when we were all working from home and had been doing so for approx. five weeks at the time of the survey.

JL presented the qualitative comments that were shared by the team and the suggested next steps to address these. JL noted that learning and development was the largest area of concern and took up most of the time. Staff within the team were able to share with others about example learning experiences. Staff were keen to work together to develop each other's Personal Development Plans.

JL reported that it was agreed that this should be a process of continual review and feedback loop between the staff and SMT. The board agreed on the approach.

RL noted that the comment about staff not having the bigger picture information is a board issue and he feels that the board should take responsibility for that.

SH(c) noted that he was concerned about the feedback around decision making although he feels that this should be addressed now that the staffing resource is

more stable. He noted that clear delegation should support with this and people should know what they can and can't make decisions about.

SH acknowledged this and noted that over the past year there have been times when staff had a change in line manager due to the recruitment processes. SH noted that the SMT has a list of staff who are keen to take advantage of the expertise of all the board members and this will be implemented going forwards.

SK wished to note that due to the current circumstances it is a good time to undertake personal development plans as people have had to pick up new skills during lockdown. SK stated that soft skills and experiential learning is equally as important as hard qualifications. In addition, that it is important to develop a skills matrix for the organisation so it becomes clear what people can offer to the wider team and also highlight what is missing from the team.

RL noted that it was essential for the board to be reactive to this data but also proactive for the future to help to try and support staff.

**Actions agreed:**

None

**Item 7 Comms and Engagement: Quarterly communications dashboard**

SC presented the communications and engagement summary for April to June 2020, which is the period of lockdown and so our external stakeholder engagement was lower than planned.

SC highlighted that our followers have increased across all the media platforms and the website continues to be used frequently. Subscribers to our newsletter have also increased.

RL asked if we had a most influential medium and what medium was most effective? SC agreed that this will be reviewed in more detail in the autumn but that each media platform is used in a different way by a different demographic and so they can all be equally as valuable.

**Actions agreed:**

LG to undertake a review of the impact of our social media work, to return to Board in the autumn.

**Item 8 Governance: Risk register update and budget update**

AG reported on the budget update and noted ICCAN's financial performance against profile. Board happy to accept the finance report as presented.

AG presented the high-level risk register; no new risks have been added since last board. Some risks have been reduced due to work programme progress. The board had no issues to raise and accepted the report.

**Actions agreed:**

None

**Board Forward Look and any other business**

Board forward look accepted as presented.

No other business.

**Date of next meeting:**

9 September 2020 at 2:00pm followed by an additional meeting on the 30 September at 2pm to discuss regulation only.

Signed

Robert Light  
Head Commissioner

**Actions List**

Secretary's Update: SH to circulate Expert Panel membership to the board  
Item 3 - SK to provide the data around TfL engagement to the team  
Item 7 - LG to undertake a review of the impact of our social media work, to return to Board in the autumn