



**Independent Commission on Civil Aviation Noise  
17th Board meeting  
Wednesday 9 September 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  
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)  
RG Ramyani Gupta, Senior Analyst (Item 2)  
SHk Sophie Hossack, Analyst (Item 2 and 3)  
SD Stuart Dick, Analyst (Item 3)

**Apologies:**

CN Colin Noble, Commissioner

**Meeting Minutes**

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

Declarations of interest – SH(c) has been working voluntarily on sustainable aviation initiatives and has been speaking with the chief scientific advisor at the Department for Transport (DfT). In the future the initiatives may involve ministers both at DfT and at the Department for Business, Energy and Industrial Strategy (BEIS).

The board agreed that this declaration did not currently constitute a conflict of interest for ICCAN's work programme but this will be monitored.

The minutes of last meeting were agreed with no matters arising.

**Actions agreed:**

None

## **Chair and Secretary's monthly updates**

### **Chair's update:**

RL welcomed RG, ICCAN's new Senior Analyst specialising in public health, to the organisation. .

RL updated on recent engagements. He had an introductory meeting with Sir Stephen Hillier, new Chair of the Civil Aviation Authority (CAA). It was a positive meeting and there was an agreement to have regular quarterly catch ups which are already in the diary.

The meeting with the Chief Executive of the AGS group went well and they provided an update on their current plans for restart and recovery.

RL had an introductory meeting with Regional & City Airports chief executive. The RCA cover six small airports in total and they deliver all the services within the airports, including air traffic control.

Further successful meetings were held with Tim Johnson from the AEF, Ruud Ummels from To70 and Charles Lloyd from ACF.

Impact of Covid-19 on the aviation sector continues to be reported in the news, reflected in job losses and reduction in revenues. RL noted that we need to be mindful of the wide-reaching impacts of this when delivering our work.

### **Secretary's update:**

SH reported that he and HS met with the Heathrow Strategic Planning Group (HSPG) members who provided some good feedback about the Noise Metrics report and there was discussion around further work with them in other areas of our work programme. RL will speak to their Leaders Forum in the future.

SH, RL and HS had talked to Heathrow (HAL) staff about the current position of HAL and the future of community engagement groups such as the community noise forum (HCNF) and the importance of engagement. ICCAN will engage further with HAL to ensure that what they are doing aligns with the guidance we will be publishing in the future.

Positive meetings were held with the UK Airport Consultative Committee group (UKACCs), the Head of Innovation at the CAA, and Volocopter, who are working on vertical take-off and landing machines.

No further work on noise from the government aviation team. There may be some progress on the Aviation 2050 noise work in September.

Some staff members have returned to the office, following the Covid secure guidelines, and this has worked well. There remains some staff who don't yet wish to return, which is working well as there is reduced capacity in the office.

With regards to recruitment, we will be re-advertising the SEO Policy advisor role with some specifically targeted media packages for policy areas. The interviews for the Private Secretary and Business Support role were held yesterday and there was one appointable candidate who has verbally indicated that she will accept the role. Further details will be shared when she has agreed her contract.

SC reported that the government is looking into centralising the Government Communications Service but all the key details are still being worked out. A further update will be received later this month. Decisions will be made by December and changes will be in place by March 2021.

RL noted that we would oppose any attempts to take our comms function from us as we are independent from DfT and it is essential that we manage our own publications and messages. HS noted that it is a non-negotiable issue for ICCAN as it would completely undermine our ability to remain independent and will lose trust of stakeholders. SK noted that he wished it to be minuted that our communications work is excellent and supports that core objective of ICCAN.

**Actions agreed:**

None

**Item 2 Project approval: Noise and health**

SHk presented the conclusions from the NatCen Rapid Evidence Assessment to the board. The slides covered the project aims, the project process, the project outputs, the key findings and the next steps for ICCAN.

SH(c) noted that it would be useful to start some work on the health project and planning for commissioning before completing and refining our strategy. EM and SHy noted that this is the plan going forward and there has already been discussion around quick wins and concrete outcomes which can be implemented sooner.

SK requested that we clarify the language in our note around research being low quality and explain that we need more specific areas in order to avoid this. RG noted that we have tried to make this clear in our published note and would refine further.

RL noted that he is nervous of the language that is being used on the published note as, even if we explain it, it may still be misconstrued. SH noted that it is good to be able to publish something that is of academic quality but we need to be able to finesse our language to make it acceptable to our non-academic stakeholders.

RL noted that we need to have specific cut off points and timescales for us to draw a line and make a statement, as this is a potentially huge area which can be researched and reviewed for a long time and still not reach an undisputed conclusion.

HS noted that there is a communications challenge with regards to the health work and how we convey this to our stakeholders.

Board happy to agree and approve the project, plus thanks to SHk for moving this forward.

**Actions agreed:**

To review our language on external communication regarding our work in this area to mitigate any risk of it being misunderstood.

**Item 3 Project update: Summer 2020 work programme**

SHk presented an update on the Summer 2020 attitudinal survey work, covering an overview of the work, the research topics, some key emerging statements and the next steps.

RL asked if we have started to think about the language we use when we publish the data. RL noted that we should underline that it is the 'ICCAN summer survey', claiming the ground, as we have run an independent authoritative survey.

SC noted that we will be publishing this as open and accessible data and not drawing conclusions. RL noted that we should allow our data to be used but not misused by either side of the debate.

RL requested that we clearly state the level of the activity at the specific airports at the time of the survey. RL asked if we could consider if there is specific follow up work that would add value to this survey.

SK noted that ICCAN should talk about value in its evidence as it is a snap shot in time whilst recognising that in academic grading terms it would be seen as low quality.

SD presented an update on the analysis of the aviation data. SD reported that we have noise monitoring data and ATM data from the CAA, plus over flight density plots and noise track plots. We are still awaiting the altitude analysis profiles. Analysis is still ongoing and we will look to tie in our analysis with the survey questions going forwards.

RL asked if it is possible to analyse if a single event causes more annoyance than constant overflight. SD noted that this would be difficult because the data isn't that detailed.

Approval noted by board and thanks given for work done so far.

**Actions agreed:**

None.

**Item 4 Work programme: Highlight reports**

EM presented the project highlight reports key messages. EM noted that there is a wider strategic risk of the resilience of our staff and work force over the coming months because of Covid-19, potential self-isolation and childcare and other caring responsibilities. EM noted that resource monitoring will be in place but might impact on our ability to deliver our work programme on time. The same will apply for external suppliers.

EM reported that, notwithstanding the strategic risk across ICCAN on resourcing, many of the project risks have been moved to green and good progress is being made against all timelines at present.

The board acknowledged that a lot of hard work has been done over the summer period and this was echoed by SH who noted that alongside the risk highlighted at the start, there are also staff who don't have caring responsibilities who have worked hard to support the rest of the team and this is being recognised through our reward scheme.

**Actions agreed:**

None

**Item 5 Comms and Engagement: Autumn Engagement Strategy**

SC presented a schedule of dates for publications and milestones for ICCAN and highlighted the different communications strategies that will be used for each of these items. SC noted that ICCAN will be running a survey plus focus groups with key

stakeholders on our work and the content of our future corporate strategy between Oct and Dec 2020.

SC noted that we will also be offering to update all the ACCs across the UK about our work and our future plans. In addition, meeting with individual community groups around our Engagement project work. This will sit alongside our continuing meetings with key stakeholders, MPs etc.

RL noted that we might have to target our activity towards the busier airports first and then move out to the quieter ones in order to give them chance to get to a post Covid recovery position that more accurately reflects their usual business.

**Actions agreed:**

None

**Board Forward Look and any other business**

Board forward look accepted as presented and noted that there will be full agendas and lots of pre-board reading. RL requested that papers get sent out to board members as and when they are ready to give them more reading time.

Formal change in dates for board meetings 30 September, 4 November, 9 December and the 21 January agreed.

AOB – HS asked if we are going to have a continued relationship with Ipsos Mori in order to repeat our work and improve our credibility. SHy noted that it is likely we will be able to do so through the DfT contract.

**Date of next meeting:**

30 September at 2pm at the Woking office or via video call.

Signed

Robert Light  
Head Commissioner