



**Independent Commission on Civil Aviation Noise  
21st Board meeting  
Wednesday 27 January at 11am  
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  
SD Stuart Dick, Analyst  
RG Ramyani Gupta, Senior Analyst  
JL Joanna Lawino, Senior Policy Advisor  
JY Janet Yip, Policy Advisor  
NG Nash Gwaze, Private Secretary and Business Support Officer (Minutes)

**Other attendees:**

PL Paul Leinster, ICCAN Expert Panellist  
SG Stephen Gibson, ICCAN Expert Panellist

**Item 1 Future of Aviation Noise Management: ICCAN vision for future and measures of success (this item was taken as the morning session)**

JL provided a recap of progress so far and informed the Board that the focus of this session was to consider ambitions for the future of aviation noise management.

JL described the theory of change model that had been used to shape ICCAN's ambitions for the future. A criteria assessment will be used to identify the most appropriate role for ICCAN within each policy area.

JL shared possible ambitions for ICCAN as below (*for the purposes of the notes, the ambitions have been numbered for ease*):

1. Individuals are less affected by aviation noise.
2. Individuals are empowered to be informed and engaged stakeholders on issues related to aviation noise.

3. Government, regulators, local councils and industry are equipped with the tools and evidence to make robust decisions.
4. Exposure to aviation noise is acknowledged and managed as a public health and wellbeing issue.
5. Industry is supported to recover in a way that improves aviation noise management.

PL and SB reiterated that commissioners needed a clear aim of where they want to get to and what they are trying to achieve.

The board discussed the ambitions. On ambition two, the board considered what role ICCAN could play to empower people. To be empowered, it means that there is a level of authority and unsure to what degree ICCAN can influence that.

The Board agreed that wording for ambition two to be reconsidered to refer to 'be empowered through being informed and engaged'.

Discussions took place regarding ambitions 1 and 2, in relation to whether ICCAN should use the phrase 'people/communities' rather than 'individuals'.

The Board discussed ambition five and agreed that industry should be supported to recover, develop and support things being done differently. They agreed that ambition five was less a specific ambition, and more the context in which ICCAN would work towards in the future.

The Board acknowledged that recovery will happen at different paces for all airports and ICCAN's role and guidance must reflect that.

The Board agreed that the ambitions should not be numbered as that infers importance. For presentation purposes, we should consider a circular graph to capture the ambitions.

#### **Actions agreed:**

- The Board agreed that the presented ambitions covered the broad themes.
- Overall, the board agreed we need to reconsider the wording to ensure they deliver the points we are trying to make.
- The Board agreed that wording for ambition 2 to be reconsidered to refer to 'being empowered through being informed and engaged'. The Board agreed a non-listed/non-numerical approach in how the ambitions are presented.
- The Board agreed that wording for ambitions 1 and 2 are to be reconsidered to refer to 'people/communities'
- To consider framing ambition five as context in order to reflect that the aviation industry's recovery should prioritise an innovative and sustainable approach to noise management

JL presented slides on possible outcomes, things that needed to change to ensure ambitions are met. This followed a discussion with commissioners.

Board members made suggestions around standardised noise insulation schemes, complaints and how this is worded; and ICCAN's interpretation of the International Civil Aviation Organization's (ICAO) balanced approach as a best practice standard.

The Board felt outcomes for ambition 5 (now re-framed as context) should ensure that equipment modernisation decisions are taken with noise as one of the primary considerations.

The Board considered if we needed to include communities as well as stakeholders? The Board asked the secretariat to consider the use of the words communities and individuals. SK stated that he supported the use of 'people' and an important role for ICCAN would be to balance between the individual who complains a lot against the wider community to ensure that we are not shifting issues of noise around.

### **Actions Agreed**

- The Board felt outcomes for ambition 5c (now re-framed as context) should ensure that equipment modernisation decisions are taken with noise as one of the primary considerations.
- The Board considered if we needed to include communities as well as stakeholders? The secretariat to reflect on the best use of the wording re individuals.

JL presented possible roles for ICCAN and a discussion followed with commissioners.

The Board agreed that to deliver the outcomes they want, they need to move from the advisor into a statutory role. The Board agreed that this role could evolve over the period of the next corporate strategy. The Board were more favoured toward a long-term goal of being a statutory advisor however need to be clear on duties and power.

The Board agreed that being a statutory consultee on all planning matters, and statutory enforcement body, are roles ICCAN will not be considering for its future in the short term.

JL presented slides linking outputs and responsibilities to the ambitions and outcomes identified in earlier slides.

The board made the following points:

- RL queried the responsibility column and asked if ICCAN would be able to deliver many of the outcomes alone. RL asked the secretariat to consider who else they could work with on these areas.
- The Board agreed that technical standards for noise insulation systems should include BSI and other trade bodies.
- The Board agreed that ICCAN need to be clear in expectations regarding what is meant by advice and guidance. ICCAN to reflect on clarity of definitions.

### **Next steps**

JL to write up discussion and final recommendations to be agreed via correspondence.

The final report will be published in March.

### **Afternoon session:**

#### **Welcome, apologies and declaration of interest**

RL welcomed attendees to the board meeting and no apologies were received.

No declarations of interest were made.

#### **Item 2 Minutes of last meeting and actions**

The minutes of the 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 the Luton ACC meeting he attended to give a presentation on best practice for engaging with communities.

RL also met with Nichola Mallon MLA (Northern Ireland Minister for Infrastructure) to discuss ICCAN's emerging view on aviation noise and aviation noise in Northern Ireland.

RL will be attending the CAGNE AGM in February as one of the guest speakers.

SH informed the Board she has had an introductory meeting with David Silk (Director of Airports and Infrastructure, Department for Transport) who has taken over from Nathan Phillips.

SH informed Board the night Noise consultation was published in December. Initial consultation was to roll over the existing regime for another two years (statutory regime runs out in 2022); this closes in March. The secretariat will be drafting a response to this in due course.

ICCAN were recently approached by Dr Mohammed Afsar (Fellow at the Department of Mechanical & Aerospace Engineering at the University of Strathclyde in Glasgow) to support his project relating to aviation noise, particularly turbulence from jet engines. ICCAN provided Dr Afsar with a letter of support for his bid for funding and agreed to allow his students to spend time with ICCAN to understand the UK regulatory regime.

SH informed the Board that the Minister for Aviation has signed off the Terms of reference for the ICCAN review and DfT are now looking for people who will do the review. ICCAN will be given sight of CVs and be part of the decision process.

The Board were informed of the resource challenges ICCAN face and this has resulted in some project timelines being amended.

## **Item 3 Future of Aviation Noise Management (FoANM)- Report Structure**

JL presented slides on the structure of the report.

The following points were raised, to be considered in the draft report:

- How do we declutter the regulation landscape so there is ability to have transparency in terms of who does what? It's too complex right now.
- We need to talk about why independence matters and how that can be used as a positive force for change.
- How do we describe the present landscape?

The Board discussed the role of ICAO and the UK's application of the balanced approach to it. The Board acknowledged that in practice the ICAO balanced approach was interpreted in different ways by different bodies. The report must address ICCAN's interpretation of it.

The Board agreed that the impact of Covid-19 should be a separate bullet point in section 1.

The Board agreed that there should be an element of gap analysis included in the report.

The Board signed off the outline of the report as shared by JL and thanked her for her hard work.

### **Actions agreed:**

- The Board discussed the role of ICAO and ICCAN's approach to it. The secretariat must think about the interpretation of the balanced approach.

- The Board felt it is important to state the consequences of taking no action to aviation.
- The Board agreed that there should be an element of gap analysis included in the report.
- The Board agreed that the impact of Covid-19 should be a separate bullet point in section 1.
- The Board signed off the outline of the report as shared by JL.

#### **Item 4 Corporate Strategy – Survey Analysis**

SC presented slides on the overview of the ICCAN survey on Future of Aviation Noise Management and the corporate strategy.

SC informed the Board that a full report will be published alongside the corporate strategy.

The Board discussed the ambition to make the UK 'the' world leader in managing aviation noise and how this would work with ICAO who are the responsible body for world aviation. ICCAN to consider using the term 'a world leader' if keeping with this vision; however, the secretariat will consider whether there is more appropriate wording in light of the morning's discussions.

Regarding setting standards, the Board asked if we could say ICCAN is aware that there is concern amongst communities that we are too close to airports but that there is equally concern from industry that we are too close to communities.

The Board discussed night flights and agreed that our response to the current Government consultation on night flights must be aligned with the future of aviation noise management recommendations.

The Board discussed the data and how it would appear when segmented and how it would appear more hesitant. The board asked that the secretariat ensures that we cover off that potential criticism and be balanced.

##### **Actions agreed:**

ICCAN to consider using the term 'a world leader' if keeping with this vision; however, the secretariat will consider whether there is more appropriate wording in light of the morning's discussions.

The Board discussed the data and how it would appear when segmented and how it would appear more hesitant. The board asked that the secretariat ensures that we cover off that potential criticism and be balanced.

#### **Item 5 Work Programme: Highlight Reports**

SHy presented the highlight reports and advised that there have been changes to RAG ratings due to challenges in resources.

##### **Actions agreed: None**

#### **Item 6 Comms and Engagement – Monthly update**

SC gave a verbal update on communications and engagement.

Since the last Board, SC has met with Gatwick Airport and they sought ICCAN's view on their public meeting and that they are keen to work with us regarding engagement.

SC met with Heathrow regarding their engagement specifically around the future of the Heathrow Community Noise Forum and wider engagement, including HCEB.

Social media engagement is ongoing, and we are mindful not to overload channels with engagement.

## **Item 7 Governance**

### **Budget update**

AG presented slides on the budget update and informed the Board that ICCAN is 10% underspent after Q3. However, because of Covid implications on our work programme, we are expecting a more significant underspend by year end.

### **Risk register update**

AG presented slides on the risk register.

P4, P6 and C2 have increased in risk.

Board queried if C2 is a comms risk or reputational risk? To be picked up as part of meeting re risk.

The Board queried if the mitigation for risks associated with resources have failed. To be clear on what risk mitigation intends to do.

AG informed the Board of a new risk S10 and mitigations that are in place.

#### **Actions agreed:**

AG to review risk register with RL, SHe and SH.

## **Item 8 Staff Survey Results**

SH presented slides on the ICCAN staff survey results and offered a comparison them against previous results, and the DfT-wide scores.

The Board were pleased to see the improvement in learning and development, which had been a focus after the last survey.

The Board would like to understand pay and benefits and what we can do to offer more benefits to staff.

The Board were disappointed to see the results around the Board effectiveness communication with staff. RL asked if SH could support in how the Board can improve effectiveness of the Board

The Board agreed that RL would send comms to the team after each Board.

#### **Actions agreed:**

RL and NG to work together to produce comms after each Board meeting.

RL to take forward how the Board can improve its effectiveness.

## **Board Forward Look and any other business**

Board noted the forward look and no questions were raised.

The Board thanked the secretariat for the excellent reports that were provided.

**Date of next meeting:**

24 February 2021 via video conference.