

Leeds Bradford Airport Consultative Committee

Terms of Reference

December 2021

Purpose & Members' Duties

- **Enable** the airport and its business partners, community, local authorities and other interested parties to exchange information and ideas and to better understand the airports operations.
- **Identify**, take account of and monitor trends, perceptions and potential challenges that may arise over time. Consider any airport issues as they affect the communities represented e.g. noise, environmental, surface access.
- **Allow** the community and users of the airport to influence the airport's decision-making process in areas of mutual interest and increase the effectiveness of decisions by drawing on local knowledge and expertise.
- **Raise** concerns with a genuine desire on all sides to resolve emerging issues.
- **Make suggestions** to the airport on any matter connected with the operation of the airport which can further the interest of the communities represented and users of the airport.
- **Stimulate** the interests of the local population and any other interested parties in the development and achievements of the airport.
- **Consider** the airport's contribution to the local, regional, and national economy as an important local employer and influential driver in the local economy.
- **Monitor** the implementation of the airport's commitments made under statutory papers issued by government and responses to formal consultation papers.
- **Advise** the airport on any matter that they may refer to the Consultative Committee.
- **Remain Representative** – members should represent the views of their wider organisation (unless they have been appointed as independent members) consulting with other members of the organisation before meetings and feeding back afterwards.

Items for discussion

- Updates from Airport Management including passenger numbers, new services, complaints, night time runway utilisation, noise & track keeping.
- Passenger service / Customer care issues.
- Surface Access.
- Airport Development & Master Planning.
- Airspace Changes.
- Noise Action Plans.
- Community initiatives.
- Updates from local authorities on local plans and policies.

No one group should dominate proceedings and points should be made in a concise and constructive manner.

It should not be the committee's function or policy to investigate individual complaints as a matter of routine.

Provided that a matter is within the terms of reference, members should make available to the committee (through the secretary) at as early date as possible details of any matter of concern to that member which he or she wishes to raise at the meeting of the committee. There may be times where a case can be made not to accept an item, for instance if it involves an issue that has already been fully addressed and where further discussion would not be constructive.

Membership & Attendance

Chairman: A person (other than a member of the LBA Board of Directors) to be appointed by the LBA's Board of Directors following consultation with the Consultative Committee.

Deputy Chairman: A person (other than a member of the LBA Board of Directors) to be nominated by the Chairman of the Consultative Committee and appointed by the LBA Board of Directors.

Representative Members: Such persons as the Chairman after consultation with the LBA Board of Directors shall from time to time consider appropriate, always bearing in mind the guidance issued by the DfT.

Substitutes: Where a member is unable to attend, he or she is permitted to send a notified deputy of suitable standing within the same organisation.

Advisors: Members may be accompanied by technical advisers if they so wish. Such advisers may not intervene in committee proceedings unless invited to do so by the Chairman.

Non-Attendance by Committee Members

Suitable advanced notice is provided of all meeting dates, as such, membership status may be withdrawn for non-attendance. The trigger point shall be two consecutive meetings without either attending or an acceptable apology being provided. Mitigating factors will be taken into consideration before a final decision is made.

Code of Conduct

Respect: Committee members should treat each other with respect and courtesy at all times.

Commitment: Members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.

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Conflicts of Interest: Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.

Participation: Members should participate fully in meetings. They should listen to what others have to say and keep an open mind whilst contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back at the next meeting.

Openness & Accountability: Members should be open and accountable to each other and the organisation and communities they represent about their work on the committee.

Confidentiality: Members should respect the status of any confidential issues they discuss.

Frequency and Openness of Meetings

The Consultative Committee shall meet on a quarterly basis.

Meetings of the Consultative Committee shall be open to the press and public by prior arrangement, though it is recognised that there may be circumstances when public access could hinder the flow of information and possibly preventing free and frank discussion. It may therefore be necessary to hold meetings, or parts of meetings, in private when matters of a confidential nature are being discussed. This shall be a matter for the Chairman after consulting with airport personnel.

Both the airport and Consultative Committee Members should ensure the wider community are aware of the existence of the consultative committee and its role, as well as how to contact at least the Secretary of the Committee.

Secretary and Organisation of Meetings

The role of the Secretary to be performed by Leeds Bradford Airport. The duties of the Secretary shall be:

- 1) Issue notices of meetings of the Committee and to place on the agenda any matters that are proper for the Committee to consider, in consultation with the Chairman.
- 2) To prepare minutes of the Committee and distribute them to all members.
- 3) Circulate relevant documents.
- 4) Assist the Committee on policy and technical issues where appropriate.
- 5) Publicise the Committee to the Wider Community by dissemination of agenda/papers/minutes. Information on the airport website.

Voting

It is anticipated that matters will be resolved by a consensus. In general, the Chairman will endeavour to avoid taking a vote on matters other than those relating to the membership of the committee.

In this case it is important to ensure that there is a representative balance of interests rather than an attempt to equalise numeric representation or appoint a specific organisation whose interests are already represented by another organisation, entity or higher authority.

Interaction between Airport Consultative Committees

It is acknowledged that the sharing of good practice and information between Consultative Committees shall take place through the secretariat for the Liaison Group of UK Airport Consultative Committees.