

THE ROLE AND FUTURE ARRANGEMENTS FOR THE ANNUAL MEETING

**PART A** Future arrangements for the Annual Meeting

1. The Working Group considered the arrangements for the Annual Meeting and proposes that:
  - a proportion of the Thursday afternoon preceding the annual dinner should be allocated to considering part of the agenda. The start time for the afternoon session would vary depending on the venue for the annual meeting;
  - a half day meeting of Chairmen and Secretaries should be arranged between annual meetings to progress business;
  - the Working Group should be appointed as a permanent standing group to consider and make recommendations to the meeting of Chairmen and Secretaries on policy issues;
  - consideration should be given to inviting other major airports to be represented at meetings such as Bournemouth, Kent International, Coventry, Exeter, Guernsey and Jersey.

**Recommended**

That the proposals set out above be approved.

**PART B.** Support for Airport Consultative Committees

1. A great deal of information relating to airports and aviation arises during the year and there is no current mechanism for sharing this information between ACCs. The secretariat for the Gatwick Airport Consultative Committee has traditionally provided the secretarial support for the annual meeting of ACCs. However, the workload for dealing with the work of the Gatwick Airport Consultative Committee does not allow for any time to be devoted to co-ordinating the flow of information to other ACCs during the 12 months between annual meetings. It would clearly be very helpful if there were some mechanism to communicate between ACCs, regarding the many documents relating to airports and aviation that are published throughout the year, in a structured way. Better communication between ACCs would:
  - provide greater awareness and understanding of issues facing the aviation industry, thus aiding effective partnership working with airport management
  - enable ACCs to make informed decisions on a wider range of aviation issues

- help raise the profile of ACCs with the Government and other organisations as ACCs would be in a better position to give more informed comments on wider aviation matters rather than just environmental issues.
  - promote a better understanding of aviation issues to the local community.
  - promote the importance of the aviation industry to the well being of the national, regional and local economy having regard for social and environmental concerns.
2. The working group considered how best to improve the co-ordination of information throughout the year and it was felt that a possible option was to levy a subscription on all ACCs represented at the annual meeting. The subscription could be used to fund part-time support to deal with the flow of information throughout the year. It was felt that the part-time support might consist of a person employed for one day a week at **a possible salary of £5,400 and operating costs (postage, paper and IT) of £1,000 per annum.** The Working Group's discussion focused on what level of subscription might be appropriate for the various airports, bearing in mind the variation in size and scale of airports represented at the annual meeting. It was felt that there might be a sliding scale of subscription based possibly on passenger numbers. The following formula is proposed for meeting the cost:

	<b>Subscription £</b>	<b>Total £</b>
<b>Under 1 million passengers per annum (mppa) (Belfast, Inverness, Prestwick, Southampton)</b>	<b>100</b>	<b>400</b>
<b>Over 1 mppa but under 5 mppa (Aberdeen, Leeds Bradford, London City, Liverpool, Bristol, Newcastle, Teeside)</b>	<b>200</b>	<b>1,400</b>
<b>Over 5 mppa but under 10 mppa (Birmingham, Edinburgh, Glasgow, Luton)</b>	<b>400</b>	<b>1,600</b>
<b>Over 10 mppa (Gatwick, Heathrow, Stansted, Manchester)</b>	<b>750</b>	<b><u>3,000</u></b>
		<b><u>6,400</u></b>

3. It is suggested that if the idea were to be pursued, then it would best be located with the secretariat of the Gatwick Airport Consultative Committee who organises the annual meeting. Also there would be advantages from the fact that West Sussex County Council provides the Secretary to the Airports Regions Conference. The Airports Regions Conference deals with a number of issues common to ACCs at a regional level across Europe. There would clearly be advantages in developing close communication with the secretariat of the Airports Regions Conference to provide a comprehensive service to all

ACCs of both UK and European documentation in respect of airports and aviation policy.

4. It is suggested that the key tasks for the part time post would be:
  - To monitor aviation issues at national and european level and distill relevant information to ACCs.
  - To inform ACCs of emerging aviation policies.
  - Where appropriate, to represent ACCs at national and regional level e.g. co-ordinating responses to consultations.
  - To act as a conduit for improving communications between ACCs where there are shared issues.
  
5. On this basis the job description for the post could comprise of the following:
  - To develop and maintain a network of contacts both at a national and european level to obtain up to date information on the aviation industry relevant to ACCs;
  - To write and prepare papers on the information for circulation to ACCs throughout the year so that ACCs are fully informed of emerging aviation policies to enable them to develop a better understanding of the issues;
  - To assist the Secretary to the ACC Conference in the research and analysis of national and EU consultation papers and other relevant documents;
  - To liaise with ACCs on consultation papers and other relevant documents and co-ordinate a response on of ACCs;
  - To prepare and implement a protocol for improving communications between ACCs particularly with regard to shared interest of more than local significance which will:
    - (a) encourage and facilitate an active role and a broader remit for ACCs.
    - (b) broaden the context of the Annual Meeting.
    - (c) provide added strength to the ACC framework.

### **Recommended**

- (1) That the principles contained in Part B of this report be supported;  
and
  
- (2) That the Secretary to the Conference be asked to progress the necessary undertakings with the respective ACCs and their airport management in order that the arrangements can be made to appoint part-time support as set out above.

JOHN ADSHEAD  
Chairman of the Working Group