

REVIEW OF CONFERENCE ARRANGEMENTS
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What this paper is about

On 12th January, the Working Group reviewed the criteria for membership of the Liaison Group, the subscriptions formula, the structure and arrangements for the Annual Meeting and the secretariat support. This paper sets out the outcome of the review and the recommendations of the Working Group.

Points for Discussion

To discuss the working arrangements of the Liaison Group and the membership of the Working Group.

Points for Possible Action

The Liaison Group is asked to agree:

- (a) Para 4 - that the current criteria for membership be maintained;
- (b) Para 8 - the proposed revised scale of subscriptions;
- (c) Para 12- an increase in the salary for the part-time support post;
- (d) Para 20 -that any monies left in the UKACCs account at the end of the financial year be paid to West Sussex County Council to help contribute towards the County Council's costs of continuing to maintain the current level of support it gives to the Liaison Group;
- (e) Paras 23 & 24 - the membership of the Working Group; and
- (f) that a further review be undertaken in three years time i.e. at the 2012 Annual Meeting

Background

1. At the Annual Meeting in Manchester, it was agreed that the new working arrangements for the administration and organisation of the Liaison Group be reviewed every three years, with the first review being undertaken at the 2009 Annual Meeting.
2. The Working Group at its meeting on 12th January reviewed the criteria for membership of the Liaison Group, the subscriptions formula, the structure and arrangements for the Annual Meeting and the secretariat support.

Membership of the Liaison Group

3. The criterion for membership of the Liaison Group is that consultative committees whose airport handles a passenger throughput of 0.6 mppa and above would be invited to become members. There is a mandatory fee for membership of the Liaison Group and the current scale of subscriptions is set out below in paragraph 5. There are currently 23 airport consultative committees signed up to be members of the Liaison Group. If all eligible airports were to join the Group it would have 30 members. Further details about membership of the Group are given in a paper considered elsewhere on the agenda.
4. The Working Group noted that only two ACCs have taken up the offer of membership over the past four years and agreed that the current criterion for membership be maintained and reviewed again in three years time.

Annual Subscription Fees

5. A mandatory subscription fee for membership of the Liaison Group was introduced in 2005/06. The sliding scale of subscriptions is based on passenger throughput at airports and the current formula (set out below) was agreed in 2006.

SCALE OF SUBSCRIPTIONS

	Subscription £	Total £
Under 3 million passengers per annum (mppa) (Belfast City, Bournemouth, Cardiff, Doncaster Sheffield, Durham Tees Valley, Glasgow Prestwick, Inverness, Leeds Bradford, London City, Southampton,)	200	2,000
Over 3 mppa but under 6 mppa (Aberdeen, Nottingham East Midlands, Liverpool, Bristol, Newcastle)	300	1,500
Over 6 mppa but under 10 mppa (Birmingham, Edinburgh, Glasgow, Luton)	500	2,000
Over 10 mppa (Gatwick, Heathrow, Stansted, Manchester)	1000	4,000
		<u>9,500</u>

6. The charges levied finance the part-time support post (Stuart Innes), and the remainder funds other related expenses such as attendance at national conferences/workshops on behalf of the Liaison Group and travel and subsistence expenses incurred in organising the Annual Meeting.
7. The Working Group reviewed the current scale of subscriptions along with comments that had been received from some member committees. As there were a further four

airports very close to the threshold of the highest band of 10 mppa, the Working Group questioned whether those airports should be included in the same band as the big four airports handling between 22–69 mppa. The Working Group has suggested therefore that a new band be introduced for airports handling between 10 and 20 mppa at a cost of £750 per annum. The proposed revised scale of subscriptions is set out in the Annex to this paper.

8. The Liaison Group is recommended to agree the new scale of subscriptions.

Support Service

9. The Support Service was established in 2002. The monies raised through subscriptions is used to fund a part-time post for one day a week at a salary of £6,723 and operating costs of around £1000, i.e. Stuart Innes' support.
10. The key tasks for the part-time post are:
 - To monitor aviation issues at national and European level and send relevant information to ACCs.
 - To inform ACCs of emerging aviation policies.
 - To set up and maintain the UKACCs website (a facility for both the Liaison Group and the wider public) and the provision of websites within the UKACCs framework for subscribing ACCs if they choose.
 - To act as a conduit for improving communications between ACCs where there are shared issues.
 - To research and contribute to the preparation of discussion papers on key issues for the Annual Meeting of the Liaison Group.
11. The salary for this post was last reviewed in 2006.
12. The Working Group appreciated the value and importance of the Support Service and felt that the salary for the part-time post should be increased. There are sufficient funds raised through the membership fee to cover an increase in the salary and other incidentals e.g. Liaison Group responses to national/EU consultations (see band of charges below), agenda printing costs and postage, and unforeseen costs e.g. attending national workshops/conferences. It is therefore proposed that, using an annual 3% increase for inflation, the salary for the post be raised to £7132.43 for work undertaken 2009/10 and £7346.40 for work undertaken in 2010/11. The Liaison Group is recommended to agree this increase.
13. As mentioned above, the Secretariat also arranges as and when necessary collective responses to national/EU consultations. This element of work is carried out via the Support Service and the following process was agreed in 2006:

The Secretariat/Support Service:

- consults members of the UKACC Working Group, on determining those consultations that would benefit from a collective view
- circulates details of the consultation seeking comments for a collective view
- prepares a draft response for the Working Group to agree
- submits a response on behalf of the Liaison Group
- arranges a press release where this is deemed necessary

There is a band of charges for the time spent undertaking this activity as follows:

- 1-4 hours £100
- 4-7 hours £200
- more than 7 hours £300

14. The Working Group proposes no change to this band of charges.

Annual Meeting

15. During the last review of the Conference arrangements in 2006 detailed consideration was given to the structure of the programme for the one-and-a-half day event and the cost involved for host airports.
16. The structure for the event is negotiated each year with the host airport but generally the programme is as follows:

Day 1 Afternoon Session – Presentations –

- host airport welcome and overview of airport
- second presentation - interactive discussion on a topical issue to enable the Liaison Group to form a collective view on key issues.

Day 2 Business Meeting - It was agreed in 2006 that the length of the business meeting should be extended into the early afternoon and a working lunch provided.

Airport Tour - In view of the additional security measures now in place at airports, it was agreed in 2006 that this would only be arranged if the host airport wished to show delegates particular areas of improvement or a new initiative that it wished to share with the other ACCs.

17. Detailed consideration was given to the current structure and arrangements for the Annual Meeting together with the feedback received from member committees. The general consensus was that that the length and relevance of the business meeting was appropriate but there was a need to ensure that the time taken by guest presenters did not take up a disproportionate amount of time of the business meeting. There was also a need to ensure that the “big” issues for the Liaison Group’s consideration should appear early on the agenda.
18. In respect of the Partners’ Programme, as part of the last review in 2006 delegates did not wish to prevent their partners from accompanying them to the two-day event. It was therefore agreed that a modified social/partners’ programme would be retained but that it was at the discretion of the host airport/committee and as to whether or not partners should be asked to fund their own programme/dinner. Since that time, the host airports have continued to offer an optional partners’ programme at no cost to delegates. The Working Group suggests that this should continue to be a matter for negotiation with the host airport each year.

Secretariat Support

19. During the last review, the Conference Secretary presented four options for possible future support, together with the advantages and disadvantages for each option for detailed consideration. The options considered are set out below for ease of reference:

Option 1 – Host Secretary/Airport to act as Conference Secretary, from the end of the previous Conference to the end of the present Conference with the Gatwick Secretariat acting as adviser, and ‘reserve’ or back-up.

Option 2 – Gatwick Secretariat to share the administration of the Annual Meeting with the Host Secretary/Airport, with the Gatwick Secretariat and Support Service acting as the co-ordinator for the business meeting with the responsibility for producing the agenda papers.

Option 3 – Support Service (Stuart Innes) acts as Conference Secretary with responsibility for the whole package.

Option 4 - the Gatwick Secretariat and Support Service continues as at present.

20. In 2006, the Liaison Group agreed that Option 2 provided the most effective means of secretariat and administrative support. The sharing of the administrative burden with the host airport/committee/support service has worked very well over the past two years. It was recognised however that West Sussex County Council (Gatwick ACC Secretariat) continued to examine the deployment of its resources due to severe budget constraints and that it wished to keep under annual review the support (currently free of charge) it provided to the Liaison Group. The Working Group greatly valued the support provided by the County Council and felt it important to ensure that any monies left in the UKACCs account at the end of the financial year be paid to the County Council. This would help contribute towards the County Council's costs of continuing to maintain the current level of support it gave to the Liaison Group. Other than this, the Working Group proposes no change to the current arrangements

ACC Working Group

21. The Gatwick Secretariat makes all the arrangements for meetings of the ACC Working Group as and when necessary. This involves organising the venue, producing the papers, clerking the meeting and producing the notes and taking forward any actions. The membership of the Working Group was agreed at the Annual Meeting in 2007 as follows:
- John Adshead (Chairman) – London City
 - John Godfrey – Gatwick (Chairman)
 - Michael Goodwin – Leeds Bradford (Chairman)
 - Pat Hayden – Inverness (Chairman)
 - Michael Flynn – Liverpool/Manchester (Secretary)
 - Margaret Thornton – Bristol (Secretary)
 - Tom Wright – Edinburgh (Secretary)
 - Maurice Hudson – Heathrow (Technical Adviser)
22. As the membership of the Working Group is an issue that has been raised at previous Annual Meetings, the Working Group reviewed its membership criteria. The membership has remained unchanged for a number of years but it is likely that changes will come about following the restructuring of local government in Cheshire, which has resulted in changes to the secretariat services provided for the Manchester and Liverpool ACCs.
23. Suggestions received from UKACCs committees were considered which included the suggestion that a proportion of the Working Group (e.g. three members), be changed each year to enable other committees to participate in the work of the Group. However, although the Working group accepted the need to follow the principles of best practice, it was felt that rotating the membership on annual basis would not provide the continuity needed particularly as the Group met infrequently. The Working Group also felt it important to ensure that the Group comprised a balance of the range of airports represented on the Liaison Group (large, regional, far regions, BAA and non BAA, secretaries and chairmen). It was also important that members of the Working Group offered in depth knowledge and expertise on a range aviation matters. It was agreed therefore that the Liaison Group at the Annual Meeting seeks nominations for membership of the Working Group.
24. It is suggested that the informal criteria for membership, as discussed above, be used to determine the membership of the Working Group for the next three years.

Conclusion

25. The future effectiveness and success of the Liaison Group is dependent upon the way in which it conducts its business at the Annual Meeting and its ability to attract host airports. The Gatwick Secretariat has helped the Liaison Group grow in effectiveness and importance over the years to a point whereby the organisation is now well established and has raised its profile at national level.
26. The Support Service provided by Stuart Innes, financed from the subscriptions levied, has proved to be invaluable to participating ACCs and also to the Gatwick Secretariat in producing discussion papers for the Annual Meeting.

RECOMMENDED

1. That the current criteria for membership be maintained and reviewed again in three years time
2. That the proposed revised scale of subscriptions set out in the Annex be agreed
3. That the salary for the part-time support post be raised to £7132.43 for work undertaken 2009/10 and £7346.40 for work undertaken in 2010/11 be agreed.
4. That any monies left in the UKACCs account at the end of the financial year be paid to West Sussex County Council to help contribute towards the County Council's costs of continuing to maintain the current level of support it gave to the Liaison Group.
5. That the membership of the Working Group be agreed.
6. That the Liaison Group's working arrangements be reviewed again in three years, i.e. at the 2012 Annual Meeting.

Paula Street
Liaison Group Secretariat
May 2009

PROPOSED SCALE OF SUBSCRIPTIONS

	Subscription £	Total £
Under 3 million passengers per annum (mppa) (Belfast City, Bournemouth, Cardiff, Doncaster Sheffield, Durham Tees Valley, Glasgow Prestwick, Inverness, Leeds Bradford, Southampton,)	200	1,800
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Over 6 mppa but under 10 mppa (Birmingham, Bristol, Edinburgh, Glasgow)	500	2,000
Over 10 mppa but under 20 mppa (Luton)	750	750
Over 10 mppa (Gatwick, Heathrow, Stansted, Manchester)	1000	4,000
		<u>10,050</u>