

<b>UKACCS - SECRETARIAT AND SUPPORT SERVICE</b>
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**What this paper is about**

This paper informs delegates of the need to review the scale of subscriptions ahead of the UKACCS Working Group's review of the UKACCS conference and working arrangements which is planned for later this year.

**Points for Discussion**

- The proposed increase in the scale of subscriptions – paras 6 & 12-17
- The proposed increase in the salary for the part time support post – paras 7 -11
- Whether there are any other matters that the Working Group should consider as part of its review – para 18
- Initial views are sought on the developing a central list of independent technical advisers - para 19

**Points for Possible Action**

The Liaison Group is asked to agree:

- (a) the proposed revised scale of subscriptions;
- (b) an increase in the salary for the part-time support post for work undertaken in 2011/12 and 2012/13; and
- (c) that the Working Group report its conclusions and recommendations following its review of the UKACCS working arrangements to the Annual Meeting in 2012.

## **Background**

1. 1.From time to time UKACCs reviews the way in which the Annual Meeting is organised, the membership criterion, funding arrangements and the secretariat and support service. At the Annual Meeting in Belfast in 2009, it was agreed that that a further review would be undertaken in three years time i.e. at the 2012 Annual Meeting.
2. 2.While it is intended that the Working Group will commence its review of the working arrangements during 2011, it has become necessary to review the scale of subscriptions ahead of the full review. This is a consequence of the financial constraints faced by West Sussex County Council (WSSC), which provides the Secretariat for UKACCs and the Gatwick Committee.

## **UKACCs Secretariat**

3. 3.In 2006, UKACCs considered a range of options for the possible future provision of secretariat support, and agreed that the Gatwick Secretariat share the administration of the Annual Meeting with the Host Secretary/Airport, with the Gatwick Secretariat and the Support Service acting as the co-ordinator for the business meeting with the responsibility for producing the agenda papers and minutes. This arrangement has worked very well and it appears to have resulted in a greater national profile for UKACCs.
4. 4.During the last review in 2009 it was recognised that WSSC provided the UKACCs Secretariat service free of charge and that the Council had to continue to examine the deployment of its resources due to severe budget constraints it had been facing. WSSC keeps the matter under annual review. Recognising the value of the support provided by WSSC, UKACCs agreed in 2009 that any monies left in the UKACCs account at the end of the financial year should be paid to the Council as a contribution towards WSSC's costs in continuing to maintain the current level of support it gave to the work of UKACCs. In 2010 this amounted to £1,814.
5. 5.However, the cuts in local government funding announced by the Chancellor in his comprehensive spending review last October has meant that WSSC has had to take an even harder look at where it can make spending reductions to achieve a balanced budget. This has meant that the staff resources devoted to supporting UKACCs have been reviewed. The County Council is no longer in a position to provide the support without the costs of the staff being reimbursed.
6. 6.The Secretariat has undertaken an examination of the amount of staff time spent on UKACCs work and this amounted to approximately 125 hours in 2010 at a cost of £3,000. Delegates should note that this does not include the time of the Conference Secretary or the meetings of the UKACCs Working Group. There is therefore a funding gap which needs to be met and the monies received through the subscriptions presently paid by member committees is insufficient to meet the full cost. It is proposed therefore that the level of subscriptions be increased to cover the funding gap and this is discussed in more detail below.

## **Support Service**

7. 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 £7,346 and operating costs of around £1000, i.e. Stuart Innes' support.
8. The key tasks for the part-time post are:
  - To monitor aviation issues at national and European level and send relevant information to ACCs (the news service).
  - To inform ACCs of emerging aviation policies (the news service).
  - 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.
9. The salary for this post was last reviewed in 2009 and sufficient funds have been raised through the annual subscriptions to cover the agreed increase in the salary over the period 2009-2011.
  10. The salary is due to be reviewed this year and in view of the need to consider the level of annual subscriptions ahead of the planned review of UKACCs' administrative arrangements, it is perhaps timely to review the salary of the support post now. It is therefore proposed that, based on an annual 2.5% increase for budget inflation, the salary for the post be raised to £7,530 for work undertaken 2011/12 and £7,718 for work undertaken in 2012/13. UKACCs is recommended to agree this increase.
  11. The Support Service has had a busy year since the last Annual Meeting. A brief summary of the activities of the Support Service for the year ended March 2011 is set out in Annex 1 for information. Delegates' attention is drawn to paragraph 6 of the summary. If there is a member committee that would prefer not to receive the weekly AERBT news review should notify the Support Service (Stuart Innes).

### Annual Subscription Fees

12. A mandatory subscription fee for membership of the UKACCs Liaison Group was introduced in 2005/06. The sliding scale of subscriptions is based on passenger throughput at airports and the present subscription bands agreed in 2009 are set out below:

<b>Scale of Subscriptions as agreed in 2009</b>	<b>Subscription £</b>	<b>Total £</b>
<b>Under 3 million passengers per annum (mppa)</b> (Belfast City, Bournemouth, Cardiff, Doncaster Sheffield, Durham Tees Valley, Glasgow Prestwick, Inverness, Leeds Bradford, London City, Southampton,)	200	2,000
<b>Over 3 mppa but under 6 mppa</b> (Aberdeen, East Midlands, Liverpool, Bristol, Newcastle)	300	1,500
<b>Over 6 mppa but under 10 mppa</b> (Birmingham, Edinburgh, Glasgow)	500	1,500
<b>Over 10 mppa but under 20 mppa</b> (Luton)	750	750
<b>Over 10 mppa</b> (Gatwick, Heathrow, Stansted, Manchester)	1000	4,000
		<u><u>£9,750</u></u>

13. The subscriptions meet the cost of the part-time support post (Stuart Innes), together with related expenses such as attendance at national conferences/workshops on behalf of UKACCs and travel and subsistence expenses incurred in organising the Annual Meeting.
14. As mentioned above, there is a need to increase the current level of subscriptions so that the costs incurred by WSCC in providing staff to support the Secretariat can be met. The proposed increases vary between £100 - £200 per annum depending on the size of the airport. The revised scale of subscriptions is set out in Annex 2 for delegates' consideration.
15. UKACCs is recommended to agree the new scale of subscriptions.
16. The Secretariat also arranges as and when necessary a collective response to national/EU consultations. This element of work is shared between the Secretariat and 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

17. It is proposed that no change is made to this band of charges. Delegates should note that during the current year there could be collective responses required in relation to the Government's consultation on the Aviation Scoping Document, the reform of APD and the CAA's consultation on the Aviation Consumer Advocate Panel (ACAP) – all considered elsewhere on the Agenda for this meeting.

### **Review of UKACCs Conference and Working Arrangements**

18. As mentioned above, the Working Group is scheduled to meet during 2011 to review various aspects of UKACCs conference and working arrangements. The issues for discussion include:

- Criterion for membership of the UKACCs
- Review of conference arrangements
- Review of Secretariat and Support Service – particularly any implications arising from the work of the new national body, ACAP, and reporting at a national level
- Availability of independent technical advice for ACCs
- Membership of the Working Group

19. In relation to the availability of independent technical advice for airport consultative committees, the question is whether, in view of the increase in the more technical matters that are referred to ACCs to deal with by a range of stakeholders, there is merit in UKACCs holding a list of known independent technical advisers which individual ACCs could commission and fund on an as and when basis. Delegates are asked to provide initial thoughts on this suggestion.

### **RECOMMENDED**

1. That the proposed revised scale of subscriptions set out in the Annex 2 be agreed.
2. That the salary for the part-time support post be raised to £7,530 for work undertaken 2011/12 and £7,718 for work undertaken in 2012/13 be agreed.
3. That UKACCs' working arrangements be reviewed by the Working Group in 2011 and its conclusions and recommendations be reported to the 2012 Annual Meeting.

**Paula Street**  
**Liaison Group Secretariat**  
**May 2011**

## UKACCS SUPPORT SERVICE – UPDATE 2011

### News Service

20. This service, which is available to all member Committees, aims to keep members in touch with matters of interest to consultative committees and to help officers of Committees keep abreast of happenings in the industry both locally and nationally and so help to ensure consultative committees operate in context.
21. The gathering of information for this service involves the constant monitoring of specialist news sources, most of them on the Internet, and regular contact with the news services of individual airports, the EC, DfT and other similar bodies. The increasing number of bodies using RSS for their web-based news services is a great help in permitting easy trawls for up-to-date the information and the service this year invested in software to make the scanning of RSS feeds even easier. Help is provided by the e-mail news services of other bodies to which the service subscribes
22. Most news is distributed by e-mail although there is postal back-up for those without the necessary facilities or who for other reasons need hard copies. Where possible the material is targeted at those Committees with a particular interest; for example, purely local items are normally sent only to the consultative committee for the airport concerned while BAA Corporate items are sent only to the committees at the BAA airports. One Committee receives only a list of general interest items distributed in the previous month – they can then select only the items of particular interest to them.
23. During 2010/11 a total of 3650 items were distributed, an average of 304 items per month or 10 items per day. Of this total 752 (an average of 63 per month or 2 per day) were items of general interest and the remainder of local significance only. These totals are down a little on the previous year - the numbers are driven by the amount of aviation news which emerges over a particular period and there were a number of “slow” periods during the year.
24. As previously reported we are now including in all news service e-mails a note as to the source of those of our the information and individual items all now carry a disclaimer indicating that the text is drawn from an external source and that any views expressed are not necessarily those of UKACCS or its Support Staff.
25. One of the sources used by the news service is the weekly e-mail received each Monday from AERBT. This is a weekly "Executive Review of Business Travel" run by Malcolm Ginsberg a public relations consultant with a lifetime of knowledge and information about the industry. He was once the PR consultant to Brymon Airways and was among those very active in securing London City Airport. He has offered to include our mailing list with his so that members will automatically receive his review each Monday - some of you may already do so. I plan to provide him with our e-mail list immediately after this meeting but please let me know if you'd rather be excluded. It is the policy of AERBT never to use the mailing list other than for the Monday morning distribution of AERBT.

### Websites

26. This work is in two parts:

#### **(a) The UKACCS website**

27. This is the collective website<sup>1</sup> of the Liaison Group with pages including:
  - background information about consultative committees (including the legislation and guidelines),
  - the latest information on current issues at both UK and EU levels
  - contact information for individual committees in the Group

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<sup>1</sup> <http://www.ukaccs.info/>

- details of the Annual Meetings (including copies of the papers discussed) and
  - links to related websites
28. This site is regularly reviewed and updated as necessary, drawing mostly on the information culled from the *News Service*. Since it was established in August 2003 the site has attracted more than 11,000 visitors and over the last year there has been an average of 138 visits per month which is 30 visits per month more than last year. Perhaps because of increased interest in some aviation issues, usage of the site leaps in some months; for example in May 2010 there were 203 visits and in March this year there were 154. Since the site was launched there have been more than 17,700 page views and over the past year there have been 199 page views per month on average. Again the monthly totals have been higher in some months with 298 page views in May 2010 and 233 in March this year. These usage figures are quite high for a site of its kind.
29. Visitors to the site are mostly from the UK but there are visitors also from Europe and the US and one or two from the Far East. In some instances the source of a visit is known and from this data we know that last year many visitors reached the site via Google. There were also referrals from the AEF and the websites of individual consultative committees.
30. As reported last year the site was re-organised early in May 2010 and the information on current topics is now to be found on one of the following pages:
- Airport Planning and Development
  - Noise
  - Aviation Security
  - Climate Change
  - Passenger Rights
  - Other UK Airport Issues
  - Euro Roundup
  - Local Matters
  - Aviation Glossary

Committees are reminded that we aim to update the material on these pages on a regular basis and it may therefore save work to use it in preparing papers for individual committees.

**(b) Websites for individual committees**

31. Within the framework of the main UKACCs site individual sites have been provided for the following committees:
- London Gatwick at [www.ukaccs.info/gatwick](http://www.ukaccs.info/gatwick) - this site can also be accessed via its own URL [www.gatcom.org.uk](http://www.gatcom.org.uk)
  - Edinburgh at [www.ukaccs.info/edinburgh](http://www.ukaccs.info/edinburgh)
  - Liverpool John Lennon at [www.ukaccs.info/liverpool](http://www.ukaccs.info/liverpool) - this site can also be accessed via its own URL [www.ljlacc.org.uk](http://www.ljlacc.org.uk)
  - Stansted at [www.ukaccs.info/stansted](http://www.ukaccs.info/stansted) - this site can also be accessed via its own URL at [www.stacc.info](http://www.stacc.info)
  - Birmingham at [www.ukaccs.info/bham](http://www.ukaccs.info/bham)
  - Manchester at [www.ukaccs.info/manchester](http://www.ukaccs.info/manchester)
  - Glasgow Prestwick at [www.ukaccs.info/prestwick](http://www.ukaccs.info/prestwick)
  - Aberdeen at [www.ukaccs.info/aberdeen](http://www.ukaccs.info/aberdeen) - this site can also be accessed via its own URL at [www.abzacc.org.uk/](http://www.abzacc.org.uk/) . This is a new site built for the Aberdeen committee late in 2010
32. There is no charge for the design and maintenance of these sites, the cost of which is included in the subscription for the support service. Committees do, however, meet the extra cost where it opts for its own URL. Set-up includes exchanging links with local authorities and other local bodies. As mentioned above one new site has been set up during the year.

33. The work involves liaison with the Secretary of the Committees in question in processing and loading committee agenda papers and minutes and otherwise in keeping the sites up-to-date - the service makes such changes on average about 7-8 times every month and in some instances the work is quite time consuming. Site statistics are sent to the Committee Secretary once a week.
34. The Committees at London Heathrow, London City, London Luton and Robin Hood Doncaster Sheffield have websites of their own provided and maintained under separate arrangements.

### **Liaison with the Department for Transport**

35. It is important to keep in touch with those of the Department's officials responsible for aviation policy. In this connection we are fortunate to have Frank Evans as our main point of contact. He ensures ease of access to the right people in the Department and other agencies and generally helps the service and the Secretariat in its efforts to provide a good service to the Liaison Group. It is the normal practice to meet Frank at the Department at least once a year.

### **Annual Meetings**

36. The service assists the UKACCs Secretariat in making the arrangements for the Annual Meeting not least in the preparation of many of the papers for the consideration of members at the meeting – a very considerable undertaking which usually involves detailed research and consultation with the EU, DfT, Defra and other bodies.
37. Once again this year the Service has managed the applications to attend the Annual Meeting, hotel lists etc. As previously reported this process has been largely automated through the use of a database from which required reports can be abstracted without difficulty. The system works well in practice and is being used on an ongoing basis.

### **Consultations and Information Exchange**

38. If required the service acts as a centre for consultation on matters of common interest and also for the exchange of information where, for example, the officers of Committees need the help and advice of other Committees. During 2010/11 the service performed in this way on a number of occasions, e.g. in relation to:
  - How Committee chairmen are appointed
  - The arrangements at individual airports for dealing with wake turbulence
  - Mobile Noise Monitors
  - Noise Contours

### **Working Group**

39. The service also assists the Conference Secretariat in making the arrangements for meetings of the Working Group.
40. It had been planned to have a meeting of the Working Group early in 2011 not least to discuss:
  - the DfT's draft of the new Guidelines for Airport Consultative Committees;
  - the Coalition Government's promised "scoping" paper on its policy for Aviation; and
  - the preservation of slots of slots at LHR for domestic services to and from the far regions of the UK

But, sadly, the issue of the draft Guidelines for ACCs was delayed and it was not possible to arrange a meeting of the Working Group in reasonable time having regard to proximity of the Annual Meeting.

41. The outlook is busy and it seems very likely that it will be necessary to call a meeting or meetings in 2011/12.

### **Responding to Consultations**

42. The service keeps watch for consultations on national and European issues and ensures that individual committees are informed of them in a timely manner.
43. The service also stands ready to represent the Liaison Group at symposia or briefings on particular issues or on Working Groups to which the Liaison Group has been invited to send a representative. This year we attended a Stakeholder Forum on the CAA's Future Airspace Strategy.

**Stuart Innes**  
**May 2011**

## PROPOSED SCALE OF SUBSCRIPTIONS

	Current Subscription £	Proposed increase £	New Subscription £	Total £
<b>Under 3 million passengers per annum (mppa)</b> (Aberdeen, Belfast City, Bournemouth, Cardiff, Doncaster Sheffield, Durham Tees Valley, Glasgow Prestwick, Inverness, Leeds Bradford, London City, Southampton,)	200	100	300	3,300
<b>Over 3 mppa but under 6 mppa</b> ( East Midlands, Liverpool, Bristol, Newcastle)	300	100	400	1,600
<b>Over 6 mppa but under 10 mppa</b> (Birmingham, Edinburgh, Glasgow, Luton)	500	150	650	2,600
<b>Over 10 mppa but under 20 mppa</b> (no airport in this band at present)	750	150	900	-
<b>Over 20 mppa</b> (Gatwick, Heathrow, Stansted, Manchester)	1000	200	1200	4,800
				<u>£12,300</u>

<b>Committed operating costs</b>	<b>for 2011/12</b>	<b>for 2012/13</b>
Support Service	£7,530	(£7,718)
Secretariat Support (WSCC)	£3,000	(£3,100)
Printing/Stationery/Postage	£150	
<b>Total committed expenditure</b>	<b>£10,680</b>	<b>(£10,818)</b>
Monies left for ad hoc expenditure/ operating costs e.g. travel expenses, working group meetings admin costs, consultation responses, attendance at workshops/ conferences	£1,620	(£1,482)