

LIVERPOOL JOHN LENNON AIRPORT
CONSULTATIVE COMMITTEE

CONSTITUTION AND STANDING ORDERS

February 2018

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CONSTITUTION AND STANDING ORDERS

1. TITLE

The Committee's title is the Liverpool John Lennon Airport Consultative Committee.

2. TERMS OF REFERENCE

The Committee's Terms of Reference are:-

To:

- (i) advise Liverpool Airport PLC on any matter which it may refer to the Committee;
- (ii) consider any question in connection with the operation of the Airport as it affects the communities represented or the amenities of the neighbourhood;
- (iii) make suggestions to the Managing Director of Liverpool Airport PLC on any matter connected with the administration of the Airport which could further the interests of the communities represented;
- (iv) stimulate the interests of the local population in the development of the Airport; and
- (v) protect and enhance the interests of the users of the Airport.

3. CONSTITUTION AND MEMBERSHIP

[Note: the Civil Aviation Act 1982 governs the constitution of the Committee and this Standing Order is subject to S.35 of the Act.]

- 3.1 The Committee consists of Members appointed to represent the organisations and interests listed in Appendix 1.
- 3.2 Membership of the Committee will be reviewed by the Committee at its Annual Meeting.
- 3.3 Applications for Membership will be submitted to the Committee by the Secretary for consideration.
- 3.4 A Member may resign at any time by written notice to the Secretary who will report the resignation to the Committee.
- 3.5 A member unable to attend a meeting may nominate a substitute by notice to the Secretary at least one clear working day before the meeting, and the substitute may then vote on any matter considered at the meeting for which he or she is nominated.

- 3.6 Members who fail to attend the full Committee or Sub Committee on three consecutive occasions will be asked to submit a written statement to the Secretary explaining the reason for the absence.
- 3.7 The Secretary or the Member will report the explanation to the next meeting of the Committee for consideration as to what action should be taken in that particular case. The Secretary if instructed shall write to the Member's organisation to seek a new representative.
- 3.8 Members will be notified of the Code of Conduct upon joining and will be expected to adhere to it whilst on the Committee. The Code of Conduct is attached at Appendix 2.

4. CHAIRMAN AND VICE-CHAIRMAN

[Note: the Civil Aviation Act empowers the operators of an airport (Liverpool Airport PLC) to appoint the Chairman of the Committee and this Standing Order is subject to that power.]

- 4.1 The Committee will appoint a Chairman and Vice-Chairman at its Annual Meeting.
- 4.2 Nominations for Chairman and Vice-Chairman will be proposed and seconded by Members who will first obtain the consent of the nominee.
- 4.3 If there is more than one nomination for Chairman or Vice-Chairman, the Secretary will ballot Members present at the meeting and declare the nominee with the greater number of votes elected.
- 4.4 In the event of an equality of votes, the Secretary will decide the election by drawing lots.
- 4.5 An unsuccessful nominee for the office of Chairman will be eligible for election as Vice-Chairman.

5. ROLE AND INDEPENDENCE OF THE CHAIRMAN

[Note: The Civil Aviation Act requires the Operators of the Airport (Liverpool Airport PLC) to meet the reasonable expenses of the Chairman, or in the absence of the Chairman, the Vice-Chairman.]

- 5.1 The role of the Chairman is to preside over meetings of the Committee and to represent its interests.
- 5.2 While holding office, the Chairman will not represent the organisation or interests on whose behalf he or she was appointed to the Committee and that organisation will be invited by the Secretary to appoint a substitute Member.
- 5.3 The substitute member may vote on any matter considered at a meeting which he or she is present.
- 5.4 The Chairman will not vote on any matter unless there is an equality of votes when he or she may decide the matter by a casting vote.

6. MEETINGS

- 6.1 The Committee will meet not less than four times every year at such places and times as the Committee may determine.
- 6.2 The Committee will hold an Annual Meeting as the first meeting each calendar year.
- 6.3 If business so requires, the Secretary, after consultation with the Chairman or at the request in writing of at least five Members will call an extraordinary meeting.
- 6.4 The Secretary will circulate an agenda to every Member of the committee at least five working days before each meeting, specifying the business to be considered.
- 6.5 Urgent business may be considered without notice at the discretion of the Chairman.
- 6.6 A 'no smoking' policy will operate at all meetings of the Committee and Sub-Committee.

7. PROCEDURE AT MEETINGS

7.1 Order of Business

The normal order of business, which may be varied by the Chairman at his discretion will be:

- (i) Appointment of a Member to preside in the absence of the Chairman and Vice-Chairman.
- (ii) To approve the minutes of the previous meeting as a correct record.
- (iii) To receive any announcements from the Chairman.
- (iv) To receive any minutes of Sub-Committees.
- (v) To consider the business specified on the agenda.

7.2 Quorum

No business will be conducted unless at least five Members are present at a meeting.

7.3 Minutes

- (i) The Secretary will record the decisions of the Committee and submit them to the next meeting as minutes.

- (ii) The Committee will decide whether the minutes are a correct record of the previous meeting and the Chairman will then sign them.
- (iii) No other issues can be raised about the minutes.

7.4 Notice of Items for Agendas

Any items submitted to the Secretary by a Member at least eight working days before a meeting will be included on the agenda for that meeting.

7.5 Voting

- (i) All business will be decided by a majority of Members present by show of hands unless before a matter is put to the vote a majority of Members decide to hold a ballot.
- (ii) If the votes are equal, the Chairman may vote to decide the matter.
- (iii) If a Member asks for this, the Secretary will record his or her dissenting vote or abstention in the minutes.

7.6 Disclosure of Personal Interests

- (i) If a Member has a personal interest (whether financial or otherwise) in any Committee business, he or she must inform the Secretary before the matter is discussed, and
- (ii) The Chairman will decide whether the Member should leave the room during discussion, speak or vote on the matter.

7.7 Interpretation

Any question about the interpretation of these Standing Orders will be decided by the Chairman whose decision cannot be challenged.

8. SUB-COMMITTEES AND PANELS

8.1 The Committee may appoint Sub-Committees to assist the work of the Committee with such membership and powers as the Committee may decide.

8.2 These Standing Orders will apply to meetings of Sub-Committees except that:

- (i) a Sub-Committee will appoint a Chairman and Vice-Chairman at its first meeting.
- (ii) no business will be conducted unless at least three Members are present at a meeting.

(iii) the frequency, dates and places of meetings will be at the discretion of a Sub-Committee.

8.3 The Committee may appoint Panels to consider any matter and make recommendations to the Committee.

8.4 A Panel will:-

(i) consist of the Chairman and Vice-Chairman of the Committee and at least three other Members.

(ii) meet as required in private unless the Committee or the Panel otherwise determine.

(iii) otherwise determine their procedures.

8.5 The Committee will decide at its Annual meeting whether to reappoint any Sub-Committee or Panel and may alter its membership or powers or disband it at any other time. Current Sub-Committees are detailed in paragraphs 12 and 13, below.

9. URGENT BUSINESS

9.1 With the prior approval of the Chairman, the Secretary may take any action on an urgent matter which cannot await the next meeting of a Committee or Sub-Committee.

9.2 The action taken will be reported to the next meeting of the Committee or Sub-Committee.

10. INFORMATION FOR THE PUBLIC

10.1 In order to secure the widest possible public interest in the business of the Committee:

(i) the Secretary will circulate agendas and reports to the press and interested bodies when they are distributed to Members of the Committee and its Sub-Committees.

(ii) the public and the press will be encouraged to attend meetings of the Committee and Sub-Committees.

(iii) the Secretary with the prior approval of a Chairman of the Committee may issue press releases at any time about the business of the committee.

(v) a register of attendance will be available which the public and press will be invited to sign.

10.2 Public Questions

(i) A member of the public may, if present in person at the meeting, address a question to the Chairman of the Committee or Sub-

Committee. Any such question must relate to the business and responsibilities of the (Sub) Committee.

- (ii) 3 clear working days notice of questions must be given to the Secretary. Questions will be dealt with at the beginning of the meeting, or immediately prior to any particular item on the agenda to which they relate. The 3 day rule is flexible only at the discretion of the Chairman of the Committee.
- (iii) The Chairman or other appropriate member of the Committee shall respond. Supplementary question(s) will be permitted. A written response may be given if it is not possible to provide the necessary information at the meeting.
- (iv) If necessary, an item shall be placed on the agenda of the next appropriate (Sub) Committee meeting in order to deal with issues raised in the questions procedure.
- (v) The time allocated to questions at any meeting shall not exceed 30 minutes. The Chairman shall have discretion to vary any of these procedures, if it helps the effective conduct of the business of the meeting.

11 CONFIDENTIALITY OF ITEMS OF BUSINESS CONSIDERED BY THE COMMITTEE OR ITS SUB-COMMITTEES OR PANELS

An item of business which in the opinion of the Secretary is confidential in nature shall not be circulated to the Press or public, and shall be included at the end of the agenda to enable it to be dealt with by the Committee or Sub-Committee in the absence of the Press and public. Decisions about confidentiality shall be made by the Secretary in consultation with the Chairman (or Vice-Chairman in his/her absence) and the Managing Director of the Airport.

12 NOISE MONITORING SUB-COMMITTEE

The current terms of reference of the Sub-Committee are as follows:-

- “(1) To be a technical sub-committee of the Liverpool Airport Consultative Committee.
- (2) To meet when required (but at least quarterly).
- (3) To act within the technical role identified within the Section 106 Agreement (dated 13 November 2000 between the Airport Company and Liverpool City Council), in particular to consider and progress issues related to the Airport’s proposed:-
 - Quiet Operations Policy
 - Noise Monitoring and Track Keeping System
 - Preferred Noise Routes
 - Sound Insulation Grant Scheme
 - Quota Count System
- (4) To ensure that the reports required to be prepared each year for the Consultative Committee are submitted in accordance with the S106

Agreement, and to advise the Committee as necessary on Noise and Environmental issues.”

Membership

Chairman	1
Chairman of LACC	1
Speke Estate	1
Environmental Health, Liverpool City Council	1
Env. Health, Halton	1
Env. Health, Cheshire West and Chester	1
Airport Users/ Passengers' Representative	1
Airlines (currently easyJet)	1
Env. Health, Knowsley	1
Env. Health, Wirral	1
Env. Health, St. Helens	1
Hale Parish Council	1
Cressington Ward Councillor	1
National Trust	1
Speke - Garston Ward Councillor (or alternative Councillor)	1
Arch Under the Bridge	1
South Wirral Community	1
<u>Total</u>	<u>17</u>

13 GENERAL PURPOSES SUB-COMMITTEE

The current terms of reference of the Sub-Committee are:

“To meet when required:

- To consider in detail matters relating to Liverpool Airport and the Consultative Committee, and, where necessary, to make appropriate recommendations to the Liverpool Airport Consultative Committee; and
- To deal with matters of urgency on behalf of the Consultative Committee where a decision is required before the next available meeting of the Committee.

Membership

Chairman and Vice-Chairman (ex-officio)	2
Disabled Persons	1
Liverpool City Council	1
Hale Parish Council	1
Passenger Representative	1
Friends of Liverpool Airport	1
West Cheshire and North Wales Chamber of Commerce	1
Airlines Representative (currently easyJet)	1
General Aviation (LAGAUA)	1
<u>Total</u>	<u>10</u>

Meetings frequency: ad hoc

MEMBERSHIP OF THE CONSULTATIVE COMMITTEE

Chairman	1
Vice-Chairman	1
Cheshire West and Chester Council	1
Halton Borough Council	1
Lancashire County Council	1
Liverpool City Council	1
Knowsley Metropolitan Borough Council	1
St Helens Metropolitan Borough Council	1
Sefton Metropolitan Borough Council	1
Wirral Metropolitan Borough Council	1
Hale Parish Council	1
Halewood Town Council	1
Wirral Older People's Parliament	1
Three other representatives of groups such as freight operators, concessionaires, or airline companies etc, to be determined by Liverpool Airport PLC (currently Passenger Representative)	3
West Cheshire and North Wales Chamber of Commerce	1
Friends of Liverpool Airport (FOLA)	1
National Trust	1
South Wirral Community (Wirral Transport Users Association)	1
Merseytravel	1
Halebank Parish Council	1
Travel industry representative	1
Helsby Parish Council	1
Frodsham Town Council	1
Disabled Persons	1
Liverpool Chamber of Commerce & Industry	1
Liverpool Local Enterprise Partnership (LEP)	1
Warrington Borough Council	1
ARCH under the Bridge	1
Liverpool Airport General Aviation Users Association (LAGAUA)	1
Total Membership	30

Code of Conduct for members

(from CAA Guidelines to Consultative Committee, April 2014)

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

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

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 while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back at the next meeting.

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

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