

Liverpool John Lennon Airport Consultative Committee

Date : Friday, 16 February 2018
Venue : Cavern Suite, Liverpool John Lennon Airport, L24 1YD
Time : 10.30 am

Agenda

1 Apologies

2 Appointment of Chairman

The Constitution requires the Consultative Committee to appoint a Chairman at its Annual Meeting. Nominations will be invited at the meeting and in the event of more than 1 nomination there will be a ballot.

The Civil Aviation Act empowers the Airport Company to appoint whoever it wishes as Chairman. The Company's appointee need not be an existing Member of the Committee.

3 Appointment of Vice-Chairman

To appoint a Vice-Chairman until the 2019 Annual General Meeting. Nominations will be invited at the meeting and in the event of more than 1 nomination there will be a ballot.

The Civil Aviation Act empowers the Airport Company to appoint whoever it wishes as Vice Chairman. The Company's appointee need not be an existing Member of the Committee.

4 Disclosure of Personal Interests

As in section 7.6 of the Constitution, If a Member has a personal interest in a matter on the agenda or likely to be discussed at the meeting, they should declare it. It is at the Chairman's discretion if the member can speak or take part in the discussion or vote on the matter.

5 Chairman's Announcements

6 Minutes

To approve the Minutes of the meeting held on 24 November 2017, attached.

(Pages 5 - 8)

7 Minutes of Sub-Committees

To receive the Minutes of the Noise Monitoring Sub-Committee held on 26 January 2018, to follow.

8 Public question time

The Chairman can be asked a question, and can:

- Answer the question directly or ask another appropriate member of the Committee to answer, and allow supplementary question(s)
- Place an item on the agenda for the next appropriate meeting to deal with issues raised by the question.
- Decide where in the meeting the question shall be dealt with
- Amend the time allowed for questions, which is normally 30 minutes
- Agree that an answer be provided in writing rather than at the meeting
- Refuse to hear a question where less than 3 days' notice is given to the Secretariat
- Refuse to hear a question if it does not relate to the business and responsibilities of the Committee
- Vary any of the procedures about questions to help the effective conduct of the business of the meeting.

9 Membership

- (1) To note changes in membership since the last meeting, to be announced by the Assistant Secretary.
- (2) To note any incidences of non-attendance as per Section 3.6 and 3.7 of the Constitution.
- (3) To formally appoint a representative to the Airport Transport Forum. For information, the Forum is described as follows:

Airport Transport Forum (ATF)

The Liverpool John Lennon Airport (LJLA) Airport Transport Forum (ATF) has the collective responsibility to deliver customer focussed, integrated transport services that are timely, efficient, and environmentally sustainable and that enable the future growth of the airport and in turn the wider City Region.

The ATF will provide senior level strategic leadership to the transport community delivering surface access at Liverpool John Lennon Airport. It will identify short and medium term interventions to deliver better, more efficient, more resilient, services tailored to meet the requirements of customers travelling to and from the airport.

The ATF will identify long term proposals to enhance the transport offer at the airport, ensuring that the necessary quality and capacity exists in the transport network to support any future growth at the airport and the growth aspirations of the Liverpool City Region.

ATF members will work in a collective, collaborative manner; owning

and driving forward the delivery of identified actions and the longer term aspirational schemes.

10 Appointment of Sub-Committees and Panels

To appoint Sub-Committees and Panels. Relevant sections from the Constitution, and current membership, are attached for information.

11 Quarterly Report

To receive the Quarterly Report by the Airport Company.

12 PLAS/FASI-N Airspace Change Process

Airspace Change update by Andrew Dutton.

13 Constitution

To approve the Committee's Constitution. The only amendment is the removal of names of Members of the Panel to prevent any issues with the General Data Protection Regulation which come into effect on 25 May 2018.

14 Most Accessible Airport

An update from Tony Rice on his work with Dubai Airport to help their bid to become the Most Accessible Airport.

15 Annual Work Programme

To note the Committee's Annual Work Programme, attached.

16 Correspondence

To note the correspondence received by the Secretary for the Committee since the last meeting and the responses made by the Airport Company.

17 Any Other Business

18 Dates of next meetings

To agree the dates of the Liverpool John Lennon Airport Noise Monitoring Sub-Committee (NMSC) and Consultative Committee (LJLACC). Provisional dates are as follows, on Fridays at 10.30 am in the Cavern Suite, Liverpool John Lennon Airport:

NMSC	LJLACC
20 April 2018	25 May 2018
20 July 2018	21 September 2018
26 October 2018	23 November 2018
18 January 2019	15 February 2019

(Pages 9 - 12)

(Pages 13 - 22)

(Pages 23 – 24)

19 Exclusion of the Press and Public

If the Chairman considered that any items should be discussed privately, the press and public would be excluded from the meeting at this point.

20 Any Other Business to be discussed in the absence of the Press and Public

For further information, please contact:

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*** *The Cavern Suite is on the first floor of the terminal building, beyond the statue of John Lennon.***

Please park in the Multi-storey Short Stay Car Park opposite to the Terminal Building.

**LIVERPOOL AIRPORT CONSULTATIVE
COMMITTEE****24 NOVEMBER 2017****(10.30 am - 1.10 pm)****PRESENT:**

Councillor Bob Swann, Chairman of Consultative Committee
 Michelle Cameron, Liverpool & Sefton Chamber of Commerce
 Normal Elias, passenger representative
 Councillor Chris Ellams, Helsby Parish Council
 Councillor Edna Finneran, Halewood Town Council
 Councillor Michael Green, Lancashire County Council
 Councillor Stan Hill, Halton Borough Council
 Councillor Evelyn Hudson, Hale Parish Council
 Keith Levin, Liverpool Airport General Aviation Users Association
 Jordi Morell, West Cheshire and North Wales Chamber of Commerce
 Marshall Morris, Deputy Chairman
 Alex Naughton, Merseytravel
 Councillor Brian O'Hare, Knowsley Metropolitan Borough Council#
 Simon Osborne, National Trust
 Councillor Steve Parish, Warrington Borough Council
 Steve Pearse, Friends of Liverpool Airport
 Tony Rice, disabled persons
 Councillor Colin Rowan, Halebank Parish Council
 Angus Tilston MBE, Wirral Transport Users Association
 Councillor Jeremy Wolfson, Liverpool City Council
Others
 Robin Tudor, Head of Public Relations, Liverpool Airport
 Andrew Dutton, Head of Environment
 Mike A Jones, Assistant Secretary

46 APOLOGIES

Apologies have been received from:
 Councillor Caroline Ashton, Frodsham Town Council
 Cedric Green, North Cheshire Rail Users Group

47 DISCLOSURE OF PERSONAL INTERESTS

There were no disclosures of personal interests.

48 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

49 MINUTES**DECIDED: That**

the minutes of the meeting of the Consultative Committee held on 22 September 2017 be approved as a correct record and signed by the Chairman.

50 MINUTES OF SUB-COMMITTEES**DECIDED: That**

the minutes of the meeting of the Noise Monitoring Sub-Committee on 27 October 2017 be received.

51 MEMBERSHIP

It was noted that:

- for Liverpool LEP, the representative no longer worked on Fridays, and had changed role. She was content that Alex Naughton, Merseytravel, could feed information into the Combined Authority and the LEP.
- For Cheshire West and Chester Council, the two representatives had difficulties with attending the meetings because of their workloads within a reduced team, but were willing to continue to be notified about meetings and events.
- For Wirral Older People's Parliament, both representatives had difficulty in attending, either because of transport difficulties or because Friday clashed with other appointments. They were willing to continue to receive notifications.

DECIDED: That

The update on memberships be noted.

52 PUBLIC QUESTION TIME

No members of the public were present and no questions had been submitted in advance.

At this point the Chairman brought forward the Quarterly Report item to enable Andrew Dutton time to prepare for his presentations.

53 QUARTERLY REPORT

Robin Tudor, Head of Public Relations, presented the Airport's Quarterly Business Report, covering July to September 2017. Overall, there had been 3.6% growth in passenger numbers compared to the previous year which had continued from previous quarters.

Key points (with increases given in comparison with the equivalent period in the previous year) included:

- EasyJet had a 92% load factor and announced that they would base an 8th aircraft at the airport as well as increasing the size of two other aircraft already based here.
- Ryanair had seen a 9% increase in passengers;
- Flybe increased load factors by 11%;
- Wizz Air increased capacity with the introduction of a larger aircraft, with 49% growth in numbers and load factors averaging 90%;
- Blue Air increased passenger numbers by 157%;
- TUI achieved 95% load factors for Palma and Ibiza;
- The extension of the perimeter fence to the East of the runway was progressing with the agreement now with Liverpool City Council for final sign off;
- The ASQ passenger opinion survey results showed that the Airport was ranked in the top 10 of the 18 monitored airports in 11 of 13 categories, A task force had been established to oversee a focussed cleaning programme in key areas to return scores to previous higher levels.
- The Airport had been awarded a 5-star rating for punctuality by the world's leading air travel intelligence company. It was the only airport in the North of England to achieve this and one of only three in the UK;

- The Airport had launched a campaign among local travel agents to promote departures from Liverpool ahead of departures from elsewhere;
- easyJet celebrated its 20th birthday of being based at the Airport;
- the 'A-Team' community initiative was launched which gave people, who may find it difficult to secure employment, a chance to work as a volunteer helper for the public in the terminal;
- The Air Transport Forum had met with updates on the Lime Street railway station and feedback from the ATF Marketing Sub-Group.
- General Aviation aircraft movements had reduced by 12%.

Members discussed the Report and issues which impact on the Airport such as: changes to aircraft sizes; the Mersey Gateway bridge tolls; the loss of long haul links; and Arriva bus strikes.

DECIDED: That

the quarterly report be received.

At this point one member suffered a medical episode and the meeting was adjourned whilst he was cared for and taken away by medical staff. He later went on to make a full recovery.

54 AIRSPACE CHANGE

Andrew Dutton gave a presentation to the meeting regarding two separate airspace change matters, one that had happened in July 2016 and the second that potentially would happen in the future.

The first related to the introduction of an alternative GNSS (Global Navigation Satellite System) procedure that simulated the ILS (aircraft based Instrument Landing System) approaches for the Airport runways 09 and 27. Following a consultation in 2016 this had been implemented in July 2016 and the aim was to match the current ILS approaches which would not cause any change to flight paths in the immediate vicinity of the airport. He invited any feedback or comment to include in the implementation of the change.

The Chairman informed members that he had attended a meeting of the Civil Aviation Authority (CAA) Community Discussion Forum (CDF) meeting with other ACC representatives where the issues had been raised and he urged members to make comments to the Airport or him if they had anything to note or wanted taking into consideration. Further to this the Chairman commented that the CAA was holding its next CDF in Manchester in January and he would attend then. Any feedback to take to the meeting would be welcomed.

Andrew then explained the potential bigger airspace change ahead, and where this fitted in with the FASI-N (Future Airspace Strategy Implementation for the North of the UK) process. The presentation included a video concerning the need for change. This included the switch from land- to satellite-based navigation.

The CAP 725 airspace change process guidance document was to be updated to CAP 1520 by the CAA in December 2017, which would introduce more rigorous guidelines and seven steps in a 108 week process. The airport company wanted members of organisations to participate in the design process prior to consultation.

55 ENR NOISE ACTION PLAN

Andrew Dutton informed the members with a brief presentation about the Noise Action Plan. This was a requirement of the Environmental Noise Regulations 2006 and worked on a 5 year rolling cycle. In the Government, DEFRA had to approve a draft Plan, which was to be published in 2018. Andrew welcomed feedback from any organisation.

The Chairman informed members that at the CDF meeting there was talk about the creation of a Noise Regulator, and there was to be a workshop to determine the parameters. The resulting parameters seemed driven by the area around Heathrow as only community representatives from there were represented. In January the next CDF meeting scheduled to be held in Manchester.

56 ANNUAL WORK PROGRAMME

DECIDED: That

the Work programme be noted.

57 CORRESPONDENCE

There was no business under this item.

58 ANY OTHER BUSINESS

Members raised several issues that caused them concerns:

- Renewed rail franchises had cut the Transpennine Express Service link that had run between Liverpool City Centre, Liverpool South Parkway, (the main station for links to the Airport), and onward to Manchester, Leeds and beyond. The Airport was aware of this and was investigating any potential links from Lime Street Station in the city centre. There should be an additional Northern Rail service that would maintain the link from Lime Street to Manchester but passengers from further afield would have to change trains at Manchester.
- The lack of a Payzone facility at the Airport for the Mersey Gateway bridge. The Airport had explored this opportunity with MerseyFlow, the toll operator, but unfortunately no retailers at the Airport have this link. However, to date the lack of payment facility at the airport had not been raised by passengers as an issue, with payment via phone or the internet available to drivers who have used the new crossing.
- Dubai Airport was working toward obtaining the accolade of the most accessible airport. One member was part of the project team and offered to feed back.

59 DATE OF NEXT MEETING

The next meeting of the Liverpool John Lennon Airport Consultative Committee is scheduled for Friday 16 February 2018 at 10.30 am in the Cavern Suite, Liverpool John Lennon Airport L24 1YD

Chairman

Date

QUARTERLY BUSINESS REPORT**1.0 Liverpool John Lennon Airport - Traffic Statistics****Scheduled Passenger Traffic Performance**

Passenger numbers have seen a 2.8% growth, carrying 1.1M passengers in Q4 of 2017.

Month	2017	2016	Variance (%)
October	445,602	424,054	+5.08
November	327,548	317,805	+3.07
December	343,155	343,586	-0.13
Q4 Totals	1,116,305	1,085,445	+2.8
Annual Totals	4,952,888	4,827,226	+2.6

The Airport has seen an overall growth in passenger numbers during 2017 of almost 3%, with over 125,000 more passengers choosing to use the Airport last year compared to 2016. Since 2014, annual passenger numbers have increased by almost 1 million passengers.

For the Fourth quarter of 2017, airline highlights include:

easyJet has seen passenger numbers reach 508,000 in Q4 with a focused management of their UK capacity resulting in a year on year increase in load factor by +2.6% to 86%. In this period easyJet also put 4 new routes on sale for Summer 2018, with services from Liverpool to Venice in Italy twice weekly, Dalaman in Turkey twice weekly, Pula in Croatia twice weekly and Palermo in Sicily twice weekly.

Ryanair continues to see strong performance on their routes to Tenerife, Lanzarote and Alicante, though overall passenger numbers remained similar to the same period last year.

Flybe load factors in the period versus last year are 10% higher.

Wizz Air continues to increase capacity on Budapest and Warsaw with the introduction of the A321 aircraft. Passengers are 64% up year on year and load factors remain in-line with the prior year, averaging at 90%. All UK Regional Airports have seen a capacity decrease for Summer 2018 however and Liverpool has lost services to Riga, Craiova and to Lublin from June 2018, the latter due to Wizz Air withdrawing their Lublin based aircraft.

Blue Air have carried 56,000 passenger from LPL in Q4, up 83% versus the prior year. Blue Air will continue services to Rome, Milan and Alicante through Summer 2018, with additional new services to Palma and Malaga having recently been announced.

General and Business Aviation

The table below shows that the number of movements relating to General and Business Aviation fell during the fourth quarter of 2017 by 15% compared to the previous year and by 12% for the year overall.

Month	2017 Movements	2016 Movements	Variance (%)
October	2,061	2,505	-18
November	2,124	2,060	3
December	1,137	1,669	-32
Q4 Totals	5,322	6,234	-15
Annual Totals	24,540	27,768	-12

A new executive jet centre is to open in the Spring at the Airport. Operated by XLR, this new jet centre will offer a premium service, ensuring executive travellers enjoy a smooth journey when using the airport, with their own new terminal facility with dedicated VIP lounge and crew facilities, plus experienced staff to provide weather briefings and slot information, ground handling arrangements, cleaning, catering, refuelling, baggage and aircraft handling. This operation will complement the existing services provided at the Airport by LAS, and look to grow the business aviation market at Liverpool.

2.0 Other Matters

2.1 Car Parking

The following shows the recent car park statistics:

	Total no. of transactions
October	150,266
November	123,877
December	106,282

In 2017 over 1.8 million vehicles used the Airport car parks with just 37 reported vehicle incidents, with no vehicle theft or theft from a vehicle reported and an overall incident rate of just 0.002%.

2.2 Planning and Development Matters

Extension to airport perimeter fence

Further to previous updates the agreement is still with Liverpool City Council waiting for final sign off.

2.3 ASQ surveys

The table below shows Liverpool's placement in the benchmark group of 18 Airports for the latest Q4 2017 ASQ results (18th being the lowest place and 1st being highest). The table also compares Liverpool's placement against Manchester Airport's as requested by the Committee, red (dark grey) and green (light grey) indicating a higher or lower placement in the benchmark.

Key Driver	LPL ranking within benchmark group					MAN ranking within benchmark group				
	Q4 2017	Q3 2017	Q2 2017	Q1 2017	Q4 2016	Q4 2017	Q3 2017	Q2 2017	Q1 2017	Q4 2016
Overall satisfaction	7	7	6	3	5	14	15	13	15	14
Overall satisfaction business pax	15	15	1	10	11	17	18	17	18	17
Overall satisfaction leisure pax	7	7	6	5	5	13	13	12	15	12
Ease of way finding	2	2	2	1	1	14	13	12	14	14
Flight Information Screens	1	1	1	1	1	15	5	12	14	14
Cleanliness of washrooms/toilets	2	4	3	2	2	13	6	14	16	16
Comfort of waiting/gate areas	13	12	14	10	6	15	15	13	16	16
Cleanliness of airport terminal	6	8	7	5	4	14	17	14	16	16
Ambience of airport	6	4	6	4	4	17	16	17	17	17
Speed of baggage delivery	4	5	2	1	2	14	12	10	14	11
Arrivals passport & visa inspection	10	8	9	2	3	16	15	12	17	13
Waiting time in check in queue	1	2	1	1	1	8	15	10	10	8
Waiting time at Security Inspection	3	4	2	1	5	16	17	10	17	15
Wi-Fi	18	16	18	16	11	15	14	14	15	13

Whilst remaining in the top third compared to other airports for 8 of the 14 categories, results for Q4 show improved scores in 5 categories and worse scores in 3 categories compared to Q3.

The Airport continues to be viewed favorably in terms of waiting times, information screens and toilet cleanliness, with improved general cleanliness, but with other areas still in need of improvement.

Some building work continued in the World Duty Free facility and queues in the arrivals area during busy periods in December are a likely reason for some lower scores, however a focus on cleanliness and improved passenger handling with the companies involved has helped to generate improved scores in other areas.

It is worth highlighting that improved scores at other airports due to their own interventions can also result in lower placings for Liverpool despite no change in actual service level here.

A new category has been included in this report too with the quality of WiFi service an area of growing importance for passengers. The report highlights this is an issue that needs addressing.

The Airport continues to be rated better than Manchester Airport in all but one of the criteria shown.

2.4 General Airport update

New CEO appointed

John Irving has been appointed as the new CEO of the Airport Company and is due to take charge on 12th March 2018. John joins the Airport from his current position as Chief Commercial Officer at Newcastle International Airport where he has worked for the past two and half years driving record passenger and airline growth.

Latest report shows LJLA has one of the world's best on time records

The Punctuality League - a report published by OAG, the world's leading air travel intelligence company, shows that in 2017 Liverpool had the 7th best record in the world for scheduled flight on time performance when compared to airports of a similar size. 86% of all scheduled flights operated on time at Liverpool last year and when compared to airports of all sizes across the world, LJLA was placed 13th overall.

River Mersey Emergency Exercise

The Airport's Rescue and Fire Fighter Service recently participated in a joint emergency services exercise organised by Merseyside Fire and Rescue, to test procedures in place to deal with an aircraft incident in the River Mersey, close to the Airport. This extremely useful multi-agency exercise included participation by HM Coastguard with a helicopter used to pick up survivors, the RNLI and the Royal Navy too.

Airport Transport Forum (ATF)

The latest ATF meeting was held at the end of January with a progress report regarding the Airport Surface Access Strategy ahead of its review later this year and an update regarding the focus for the ATF Marketing Sub Group.

2.5 Press Releases

The following press releases were issued by the Airport over the past few weeks:

30 th November	Blue Air announce latest new route from LJLA
12 th December	easyJet launches three new services from Liverpool John Lennon Airport
19 th December	LJLA plane pull ropes in £2,500 for Alder Hey
21 st December	Christmas and New Year 'getaway' begins at LJLA
9 th January	Latest report shows LJLA has one of the world's best on time records as 2017 brings further passenger growth
22 nd January	New CEO appointed at LJLA

LIVERPOOL JOHN LENNON AIRPORT
CONSULTATIVE COMMITTEE

CONSTITUTION AND STANDING ORDERS

February 2018

LIVERPOOL JOHN LENNON AIRPORT CONSULTATIVE COMMITTEE

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.

Liverpool Airport Consultative Committee

Annual Work programme

2018 - 2019

Meeting	Items	Detail
16 February 2018 Annual General Meeting	Procedural items	Appointment of Sub-Committees and representative on Air Transport Forum; setting dates for meetings
	CAA open day at Manchester Airport January 2018 concerning the design process for changing airspace	Feedback
	Most Accessible Airport	Update from Tony Rice on his involvement with Dubai Airport
25 May 2017	General Data Protection Regulations	Incorporate any changes into the Constitution
21 September 2017	UKACCS national conference	Minutes
23 November 2017		
15 February 2018 Annual General Meeting	Procedural items	Appointment of Sub-Committees and representative on Air Transport Forum; setting dates for meetings

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