

**CONSTITUTION OF LONDON SOUTHEND AIRPORT**

**CONSULTATIVE COMMITTEE**

**Reviewed February 2014**

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## APPENDIX 1

### CONSTITUTION OF LONDON SOUTHEND AIRPORT

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#### Members and Votes

Chairman	1
Deputy Chairman	1
Secretary	0
LSACL members, no votes	0
Castle Point Borough Council	1
Maldon District Council	1
Southend Borough Council	3
Southend Borough Council, as Freeholder	1
Rochford District Council	3
Essex County Council	3
Leigh Town Council	1
Community Associations:	
Eastwood and St Laurence	1
West Leigh	1
Rochford Hundred Association of Local Councils	1
Regional Businesses and Business Organisations:	
(LEP or SBTP?)	1
Rochford Chamber of Commerce:	
South Essex Chambers of Commerce	1
Southend Trades Council	1
Airside Users of Airport (easyJet, Aer Lingus?)	3
Airport Tenant Companies:	
IPECO Holdings Ltd	1
Flying Clubs/Southend Flying Club	1
ATC Lasham	1
Director of Environmental Services and/or Directors of Planning:	
Southend	0
Rochford	0
Support Officers from Essex County Council	0

# CONSTITUTION OF LONDON SOUTHEND AIRPORT CONSULTATIVE COMMITTEE

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The name of the Committee is the London Southend Airport Consultative Committee (LSACC).

## 1. Purpose of Committee

1.1 The purpose of the Committee is to act as a means of consultation in accordance with the terms of Section 35 of the Civil Aviation Act 1982 (as amended), which deals with facilities for consultation at certain aerodromes, states:

- i. “This section applies to any aerodrome which is designated for the purposes of this section by an Order made by the Secretary of State.
- ii. “The person having the management of any aerodrome to which this section applies shall provide:
  - a. for users of the aerodrome;
  - b. for any local authority (or, if the person having the management of the aerodrome is a local authority, for any other local authority in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome), and
  - c. for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated, adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.

## 2. The Purposes of Consultation

The purposes of consultation are:

- to enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
- to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators, with a genuine desire on all sides to resolve any issues that may emerge; and
- to complement the legal framework within which the aerodrome operates.

However, consultation is not intended:

- to detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome;
- nor to prevent interested parties from raising concerns directly with the aerodrome, or through other channels

### 3. **Terms of Reference**

The Committee will consider the following:

- to consider aerodrome issues as they affect the communities represented or the amenities of the aerodrome;
- to make suggestions to the aerodrome where this might further the interests of the communities represented;
- to stimulate the interest of the local population in the development of the aerodrome;
- to monitor the environmental impact of all aspects of the operation of the aerodrome and to advise on operating procedures resulting from such monitoring with a view to minimising noise or other pollution from whatever source;
- to protect and enhance the interests of users of the aerodrome;
- to discuss with the aerodrome formal procedures for recording complaints about aircraft noise and other adverse effects of the aerodrome; and
- to consider the contribution of the aerodrome to the local, regional and national economy.

### 4. **Officers of Consultative Committees**

#### 4.1 *Chairman/Deputy Chairman*

To maintain the confidence of the general public it is important that the Chairman/Deputy Chairman should not be closely identified with any sectional interest. Where the Chairman/Deputy Chairman is appointed by the airport, this appointment should be made with the involvement of the Committee. To ensure continuity in the operation of the Committee, it is desirable for the Chairman/Deputy Chairman to be appointed for a minimum period of three years, and although there should be no prescribed maximum period of appointment the appointment will be reviewed every 3 years. The Chairman/Deputy Chairman may receive appropriate remuneration, depending on local circumstances and workload.

#### 4.2 *Secretary*

The Secretary, too, should not be closely identified with any sectional interest.

4.3 A properly resourced secretariat shall be appointed to ensure the effective working of the Committee. The secretarial support will depend upon the size of the Committee and the volume and nature of the business handled. The duties of the secretariat shall be to:

- prepare minutes of the Committee and distribute them to all members;
- issue notices of meeting of the Committee and to place on the agenda any matters that are proper for the Committee to consider;
- circulate relevant documents; and
- assist the Committee on policy and technical issues, where appropriate.

The Committee should determine how the costs of providing this adequate secretarial support should be met.

## 5. **Composition of Consultative Committee**

The composition of the Consultative Committee and its voting structure, is shown on Appendix 1. New additional members (individuals or group members) may be proposed by existing members and must be accepted by a majority existing members.

### 5.1 *Airport Management*

It is essential that the airport management participate fully in the committee proceedings by providing a comprehensive report on operations, offering additional items for the agenda, attending meetings and by providing and other relevant information on the operation of the airport.

### 5.2 *Advisers*

The Committee will welcome technical advisers at the request of the Chairman of the Committee, members or Airport Management.

## **Organisation of Meetings**

### 6. *Agenda and Papers*

#### 6.1 *Agenda*

If possible, all members should make available to the Committee (through the Secretary) at as early a date as possible, details of any matter of concern to that member which he or she wishes to raise at a meeting of the Committee, provided that such matters are within the terms of reference.

#### 6.2 *Circulation of Documents*

Papers should be circulated well in advance to allow representatives to prepare fully and obtain technical advice if necessary. The secretariat will need to ensure that the circulation of papers does not breach copyright, privacy or data protection, within seven days.

### 6.3 *Any Other Business*

Notification of any items of any other business shall be provided via the Chairman three days prior to meeting, at which it is to be considered.

### 6.4 *Participation*

To ensure the effective operation of the Committee, it may be considered useful to have a commitment from all members to participate actively in the work and discussions of the Committee. During meetings, it is important that all members should be given adequate and equal opportunity to represent their views in a balanced way, and no one organisation, group or individual will be permitted to dominate proceedings.

Individuals or organisations that are relevant and significant to the workings of the ACC may at Chairman's discretion or member's request be invited to attend and contribute.

Members of the public may be allowed by invitation to attend the section scheduled at the start of each meeting to ask and receive answers to questions. The questions must be submitted in writing to the Airport at least 2 weeks in advance of the date of the meeting. The questioners will only attend for the part of the section of the meeting at during which their question is being considered.

### 6.5 *Voting*

It is expected that matters would be resolved by consensus. In general, the Chairman should avoid taking votes on matters other than those relating to the membership of the Committee and its sub-groups.

### 6.6 *Minutes*

The minutes of the meeting should be concise, but thorough. Committee publications should reflect the range of views and advice and/or recommendations to the airport operator put forward by members and should not merely reflect the majority viewpoint on any issue.

### 6.7 *Frequency of Meetings*

The Consultative Committee should meet at least four times a year, unless the Committee is satisfied that fewer meetings would suffice. The airport will provide accommodation for meetings.

## 7. **Administrative Costs**

The administration costs associated with Committee meetings will be met by the Airport. It is not expected that the Committee would normally meet individuals' expenses except where pre-authorised attendance on behalf of the ACC at 'off site' meetings is requested.

## 8. **Interaction Between Airport Consultative Committees**

The sharing of good practice and information between Consultative Committees is strongly encouraged. The Committee should determine how this is managed in practice to encourage good relations with other Consultative Committees and the costs of collaboration will be covered by the Airport Management.

9. **ACC Constitution**

The ACC Constitution will be published on the relevant section of the Airport website.

Any proposed changes to the Constitution shall be submitted, in writing, to the Secretary at least thirty days before a scheduled meeting of the Committee is due. Changes to the Constitution which are approved by a majority of the Committee present and voting shall be effective from the date of approval.

February 2014