

**CONSTITUTION AND TERMS OF REFERENCE OF
LONDON SOUTHEND AIRPORT CONSULTATIVE
COMMITTEE**

Reviewed March 2021

CONSTITUTION & TERMS OF REFERENCE OF LONDON SOUTHEND AIRPORT CONSULTATIVE COMMITTEE

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

1. Interpretation

- 1.1 The provisions of this Constitution and Terms of Reference shall apply to the LSACC “the Committee” and any other group as the Committee sees fit to appoint or convene by resolution.
- 1.2 The provisions of this Constitution and Terms of Reference shall be read in context of the guidelines on the Airport Consultative Committees issued by the Department for Transport in 2014 and in any subsequent amendment or revision to those guidelines.

2. Purpose of Committee

- 2.1 The purpose of the Committee is to act as a means of consultation in accordance with the terms of Section 35(1) 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.”

3. The Purposes of Consultation

- 3.1 The purposes of consultation are:
 - i. to enable aerodrome operators, groups representing communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
 - ii. to allow the concerns of interested parties (see 7.5) 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
 - iii. to complement the legal framework within which the aerodrome operates.

32 However, consultation is not intended:

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

4. Terms of Reference

4.1 The Committee will consider the following:

- i. to consider aerodrome issues as they affect the communities represented or the amenities of the aerodrome;
- ii. to make suggestions to the aerodrome where this might further the interests of the communities represented;
- iii. to stimulate the interest of the local population in the development of the aerodrome;
- iv. 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;
- v. to consider and enhance the users of the aerodrome;
- vi. to discuss with the aerodrome formal procedures for recording complaints about aircraft noise and other adverse effects of the aerodrome; and
- vii. to consider the contribution of the aerodrome to the local, regional and national economy.

5. Officers of Consultative Committees

5.1 Independent 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 recommended by the airport, this appointment will be ratified by the Committee. To ensure continuity in the operation of the Committee, it is desirable for the Chairman/Deputy Chairman to be appointed for a period of three years, and the appointment will be reviewed every 3 years thereafter. The Chairman/Deputy Chairman may receive appropriate remuneration, depending on local circumstances and workload.

5.2 Independent Secretary

The Secretary, too, should be an independent appointment and approved by the full Committee.

- 53 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:
- i. prepare minutes of the Committee and distribute them to all members;
 - ii. issue notices of meeting of the Committee and to place on the agenda any matters that are proper for the Committee to consider;
 - iii. circulate relevant documents at least 7 days ahead of the meeting if possible.
 - iv. assist the Committee on policy and technical issues, where appropriate.

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

6. Consultative Committee

61 A list of the members of the Committee is available on London Southend Airport's website. New additional members (individuals or group members) may be proposed by existing members and must be accepted by a majority of existing members. Membership of the Committee with voting rights is limited to a maximum of 30. Members can send substitutes in advance with 5 working days' notice. Non-attendance for 3 consecutive meetings then membership will be revoked on the next meeting of the Committee.

62 Permanent Invitations

The Airport will be invited guests to meetings of the relevant sections of Committee meetings. 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. The UK Border Force representative is a permanent invited guest.

63 Advisers

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

7. Committee Code of Conduct

7.1 All representatives shall abide by the Code of Conduct as detailed here and based on that contained within the guidelines on Airport Consultative Committees issued by the Department for Transport in 2014.

7.2 Respect:

Committee representatives should treat each other with respect and courtesy at all times.

7.3 Commitment:

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

74 Conflicts of Interest:

Representatives should identify and declare any conflicts of interest (actual, potential or perceived).

75 Participation

- i. Representatives 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 representatives should be fulfilled in a timely manner and progress reported back on at the next meeting.
- ii. Individuals or organisations that are relevant and significant to the workings of the LSACC may at the discretion of the Chairman's or member's request be invited to attend and contribute.
- iii. Members of the public may be allowed by invitation to attend the section scheduled at the start of each meeting to ask a maximum of 2 questions per invite already submitted to the Committee and receive answers to those questions. The questions must be submitted in writing to the Chairman/Secretary, via the Airport website, 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. This will be limited to maximum 15 minutes of the meeting.

76 Openness and Accountability

Representatives should be open and accountable to each other, to the organisations and communities they represent and to the wider Committee. Representatives should communicate information provided to the Committee accurately, fully and fairly.

77 Confidentiality

- i. All representatives must respect the status of any confidential issues (i.e. not as yet in the public area) raised or discussed in Committee. Any such matters must remain confidential until:
 - a. The relevant minutes are formally approved by the ACC or:
 - b. Representatives seek the consent of the provider to publish through LSACC Secretariat.
- ii. The Code of Conduct shall confer disciplinary powers on the Committee Chairman and a disciplinary committee.
- iii. Where representatives believe that the Code of Conduct has been breached, they shall inform the Committee Secretariat in writing detailing their concerns and requesting that these are investigated. Anonymous complaints will not be accepted.

- iv. The Secretariat, in conjunction with the Committee Chairman, will normally seek an informal resolution of the situation, but more serious cases may be referred to the disciplinary committee for investigation.
- v. Where an informal resolution cannot be achieved, representatives may be subject to such sanctions as may be deemed appropriate by the disciplinary committee, which may include requests for a formal apology, warnings as to future conduct, suspension from the Committee for one or more meetings or (in more serious cases) the representative's entitlement to attend the Committee being permanently revoked and their organisation being requested to nominate an alternative representative.
- vi. Where the chairman or a member of the disciplinary committee faces an alleged breach of the Code of Conduct, they shall remove themselves from involvement in the investigative and disciplinary process.

8. Organisation of Meetings

8.1 Agenda and Papers

i. Agenda

- a. 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.

ii. Circulation of Documents

- b. 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.

8.2 Any Other Urgent Business

Notification of any items of any other business shall be provided via the Chairman/Secretary, five days prior to the meeting at which it is to be considered. Urgent business will be considered at the discretion of the Chairman.

8.3 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.

84 Minutes

- i. 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.
- ii. Once the minutes of the 1/4ly meeting have been approved by the Chair, they are then emailed to members in 'DRAFT' form, requesting they are reviewed in detail with any factual inaccuracies sent to the Secretary within a two-week timeframe.
- iii. Once the above process is complete and the Chair has reviewed any comments made by members, the minutes can then be published on the Airport's website in 'DRAFT' format until they are formally adopted at the next 1/4ly meeting, following which the Airport will substitute the draft document on the website with the adopted version.

85 Frequency of Meetings

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

9. **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 LSACC at 'off site' meetings is requested.

10. **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.

11. **LSACC Constitution**

The LSACC 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. The Constitution will be reviewed each year and the membership by a review committee formed at the last meeting of the year. The changes (if any) will be put to the full Committee. Changes to the Constitution which are approved by a majority of the Committee present and voting shall be effective from the date of approval.

[Reviewed and approved on 3 March 2021 at the full LSACC meeting](#)