

BRISTOL AIRPORT CONSULTATIVE COMMITTEE
Constitution and Terms of Reference of the Committee

Adopted July 2004 and amended in January and October 2006, October 2007, January 2008, July 2014 and July 2017 – please also refer to the guidance notes attached as an appendix to this constitution.

1. Statutory Basis

Section 35 of the Civil Aviation Act 1982 as amended provides as follows:

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 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.

Bristol Airport Ltd discharges its consultative obligations under Section 35 by means of the Bristol Airport Consultative Committee.

The Committee complies with the guidelines for Airport Consultative Committees issued by the Department for Transport in 2014.

2. The Purposes of Consultation

The purposes of consultation are:

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- 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 enable aerodrome operators to identify, take account of and monitor trends, perceptions and potential challenges that may arise over time with specific groups of interests;
- To allow the local community and users of the airport to influence the aerodrome operator's decision-making process in areas of mutual interest and increases the effectiveness of decisions by drawing on local knowledge and expertise;
- To minimise unnecessary and costly conflict;
- 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;

- To allow the local community, users of the airport and other interested parties to better understand the aerodrome's operations; 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.

Furthermore:

- A Consultative Committee is not a dispute resolution forum.
- A Consultative Committee does not have any executive or decision-making power over the aerodrome.

3. Terms of Reference

The terms of reference of the Committee as approved in 2004 are as follows:

- 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 in particular those aspects which contribute to climate change, where they can be identified, and to advise on operating procedures resulting from such monitoring with a view to minimising noise, carbon emissions, 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.
- To consider the contribution of the aerodrome to the local, regional and national economy.

If the Chief Executive is unable to accept a recommendation of the Committee, and if after discussion the Committee so desires, he undertakes to bring the recommendation to the notice of the Board of Bristol Airport Ltd.

4. Questions to Airport Management submitted in advance of the Meeting for Written Replies

Questions should be submitted to the Secretary in writing by 12 noon 21 days prior to the day of the meeting. A copy of the questions will then be circulated with the agenda and papers for the meeting. A copy of the questions and the written replies thereto will be made available in the meeting room half an hour prior to the commencement of the meeting. Supplementary questions

will be limited to a maximum of one per question. Any supplementary question which cannot be answered by Airport Management at the meeting will be the subject of a written reply to the Member concerned.

The above procedure does not preclude questions being asked at the meeting.

5. Membership

The membership of the Committee as at April 2004 and amended in January and October 2006 is as follows:

- Independent Chairman

One representative of each of the following:

- Bristol Airport Ltd
- CBI South Western Region
- GWE Business West
- ABTA/GTMC
- Airlines operating from the Airport
- TUC, Bristol and South West Region
- A local authority officer concerned with tourism promotion

One elected member of each of the following local authorities:

- Bristol City Council
- North Somerset Council
- Bath & North East Somerset Council
- Weston-super-Mare Town Council
- Chew Valley cluster of parishes comprising Chew Stoke, Chew Magna, Stowey Sutton, Publow with Pensford, Whitchurch, Stanton Drew and Norton Malreward Parish Councils
- Cleeve Parish Council
- Backwell Parish Council
- Winford Parish Council
- Wrington Parish Council
- Yatton Parish Council

Note: Winford Parish Council also represents the interests of Butcombe Parish Council, and Wrington Parish Council represents the interests of Congresbury Parish Council.

6. Meetings

The Committee normally meets four times per year, in January, April, July and October. The July meeting is the Annual General Meeting, when the dates of meetings for the following year are decided. Meetings are usually held at the Airport, but they may be held elsewhere in the event of accommodation problems.

7. Attendance

The Committee expects members appointed to it to attend regularly and make a contribution to its work. In the event of a member being unable to attend a meeting, a substitute member of the same organisation may attend. If a member fails to attend two successive meetings either in person or by substitute, the Secretary is to report the matter to the Committee, which will review the membership of that organisation.

8. Voting

The Committee expects to resolve matters by consensus, but in the event of a vote being taken this is by a show of hands. There is no proxy voting. In the case of an equality of votes the Chairman of a meeting of the Committee has a second or casting vote.

9. Chairman and Vice-Chairman

At the Annual General Meeting the Committee elects a Chairman who is, if possible, independent of any of the bodies represented, and a Vice Chairman. The Chairman of the Committee holds office for three years but shall be eligible for re-election. The Vice Chairman of the Committee is elected from the representatives at each Annual General Meeting and holds office until the date of the following Annual General Meeting.

10. Secretary and Officers

At the Annual General Meeting the Committee appoints a Secretary who is, if possible, independent of any of the bodies represented. Appropriate officers of Bristol Airport Ltd and of the local authorities represented may attend meetings and may speak with the Chairman's permission.

11. Working Parties

The Committee may from time to time appoint working parties of members to research particular topics and report back.

12. Public and Press

The wider local community and airport users should be made aware of the existence of the Consultative Committee and its role in relation to aerodrome operation, and how it may be contacted.

Meetings of the Committee may be open to the Press and Public at the discretion of the Committee. None of them are entitled to speak. It is recognised that in some circumstances public access could hinder the flow of information, possibly preventing free and frank discussion. It may, therefore, be necessary hold meetings, or parts of meetings, in private when matters of a confidential or sensitive nature are being discussed.

13. Expenses

Bristol Airport Ltd for the time being undertakes to bear the administrative expenses of the Committee.

Bristol Airport Consultative Committee Constitution - Adopted July 2004 and amended in January and October 2006, October 2007, January 2008, July 2014 and July 2017.

BRISTOL AIRPORT CONSULTATIVE COMMITTEE

Guidance Note on constitution, membership and future meetings

1. Constitution

After examining the current constitution it was agreed that significant changes were not appropriate, but that the following points should be considered by the Committee as a guide to future meetings.

2. Membership / representation

It was agreed that no change to the current membership was required at this stage but, as and when specific issues arise, the Committee can extend invitations to outside speakers.

3. Open and engaging

An open and engaging approach should be taken by the Airport, involving the Committee in evolving issues and policies where appropriate.

4. Strategic issues

It was agreed that wider discussion on strategic issues should be promoted, with all members and Airport representatives able to add items and consider how these could be addressed.

5. Setting the agenda

Items for discussion at the next meeting should be sought at the preceding meeting through the addition of a point on the agenda to prompt this.

6. Taking a wider perspective

Presentations from business partners and organisations based at the Airport (such as Border Force, NATS and airlines) should continue to feature on the agenda occasionally.

7. Reporting by exception

Operational updates – such as the policing report – should be by exception, with less focus on individual incidents and greater insight into how a particular area fits with the bigger picture (i.e. the role of the Airport police team within the wider security infrastructure).

8. Airport impacts

The focus of the Committee should be on the impact of management decisions on the workforce, the community, airport users and businesses.

9. Learning from best practice

Access to the UKACCS group to be better utilised in order to bring examples of best practice to the attention of the Committee, and benchmark activity against peer airports.

Ends

BRISTOL AIRPORT CONSULTATIVE COMMITTEE

Process for appointment of Chairman

1. Where possible, the incumbent Chairman should give six months' notice for the following process to be followed before leaving post.
2. If no Chairman is in situ, the Vice Chairman will chair any meetings while the appointments process takes place.
3. A small sub group of the Committee will be established to oversee the appointment process. This Appointments Committee will include a representative of the Airport in an advisory role.
4. The post will be advertised on the Airport web site, and publicised through its other digital channels and other media as appropriate. The advertisement will include background on the Airport Consultative Committee, a summary of responsibilities, and details of the honorarium paid to the Chairman.
5. Once the deadline for applications has closed, the Appointments Committee will establish a shortlist of candidates. Any implications relating to the independence of candidates will be considered by the Appointments Committee with a view to ensuring that recommended candidates are not strongly identified with any direct sectional interests relating to the Airport.
6. The Appointments Committee may consider meeting with candidates to assess suitability.
7. The Appointments Committee may recommend one or more candidates to the Airport Consultative Committee for consideration.
8. Once a preferred candidate or candidates have been identified, the Appointments Committee will table its recommendation at the next scheduled meeting of the Airport Consultative Committee, providing background information on the recommended candidate or candidates to members in advance of the meeting.
9. The Airport Consultative Committee will consider the recommendations of the Appointments Committee and vote to accept or reject the recommended candidate (in the case where only one candidate is put forward); or, where two or more candidates are put forward, a vote will take place to establish the preferred candidate.
- 10.** In the event that the recommendations of the Appointments Committee are rejected, the position will be re-advertised and the process followed again.