

**DfT Guidelines - Review of Committees
Summary of responses from ACCs**

ACC	REVIEW	ISSUES/CONCERNS
Aberdeen	<p>Membership reviewed. The changes to seats have generally been welcomed, the only sticking point being on the number of seats for the City Council (ACC have multi-seat wards, and all four local members have had a seat since 2010 and want that continued (the ACC proposed three.)</p> <p>Terms of reference reviewed and tightened up to reflect the new guidelines.</p> <p>Term of appointment introduced for Chairman (3 x 3 years max), where continued appointment will be based on contribution and effectiveness.</p> <p>ACC encouraging other member organisations to rotate representatives at least once every 8 years (some have been on the committee for a couple of decades),</p> <p>More rigorous approach on non-attendance or do not send a substitute.</p>	<p>Number of seats per organisation</p> <p>Term of office for Chairman agreed</p> <p>Addressing non-attendance by members</p>
Bournemouth	Review of membership undertaken. No significant issues.	
East Midlands	The ACC at East Midlands Airport considered the Revised Guidelines in some detail. They were content to endorse and implement them. The modifications within the Guidelines necessitated, for reasons of compatibility, a review of the ACC Constitution which has been undertaken by a sub group comprising airport senior staff and ACC members. The proposed, non contentious changes will be submitted to the ACC at its next meeting in early July.	
Edinburgh	<p>Membership of the Committee should reflect more younger people and more female members. But this is mainly out with ACC control as most members are nominated by their respective bodies and ACC have to accept who they nominate.</p> <p>Consider recruiting more people who use the airport on a regular basis. As a step towards this ACC have admitted a member who specialises in assisting business travellers as he felt that his input would be very useful. Council representatives advised that they also represented the interest of passengers as their constituents brought views to them in order that they in turn could bring them to the ACC.</p> <p>Suggested that members of the ACC spend some time in the terminal seeking the views of passengers.</p> <p>Roles of Chairman and Secretary the ACC Constitution states that they should be independent, appointed by the airport but with any appointment having to be approved</p>	<p>No control over member organisations representatives</p> <p>Addressed the need for airport users representatives</p> <p>Term of office of three years (renewable) for ACC Chairman and</p>

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	<p>by the ACC. To date there has been no time scale on the term of office but it was proposed and approved that the period should be three years with a review at that time.</p> <p>Conduct of the Committee and the meetings - request for details of complaints and how they were handled. The airport has now reviewed the information it presents in the quarterly Chief Executive's Report and it is now shown in a more clear and detailed fashion.</p> <p>Request for regular visits to certain parts of the airport and presentations made by some of the airport departments. Presentations have since been received on the role of the Police at the airport and another on PRMs and visits have been made to the new Security facility and the new Fire Training Rig. More are planned.</p>	<p>Secretary</p> <p>More details about complaints and how issues addressed</p> <p>Members familiarisation of airport services/facilities and agencies</p>
Glasgow	<p>It is generally felt that the ACC meets all of the conditions referred to in the guidelines laid down by DfT.</p> <p>The airport management is about to appoint a new secretary for the Committee. The likely new secretary is currently a local authority rep. so he will become independent and a new member will be appointed to the Committee from the relevant LA.</p>	
Inverness	<p>Reviewed the Guidelines and it was generally agreed that the ACC already adhered to them so no major alterations were required.</p>	
Liverpool	<p>Officers reviewed our Constitution and Working Practices and concluded that the ACC was pretty close to the ideal in size and organisation for the size of Liverpool Airport. This was reported to the Committee. The ACC agreed some changes:</p> <ul style="list-style-type: none"> • The addition of a closed section on agendas where public and press are to be excluded to deal with confidential issues • The adoption of and sign up to the code of conduct for members 	
London City	<p>Secretary reviewed to ensure compliance but has not been referred to ACC to consider</p>	
London Gatwick	<p>Review undertaken and code of conduct and overriding principles were endorsed. Agreed to produce a members' handbook to embrace principles and code of conduct. There are no issues of concern.</p>	<p>Members' handbook to be prepared</p>
London Heathrow	<p>A comprehensive review of the Committee, its structure, work and membership has been undertaken which</p>	

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	embraces the new DfT guidelines.	
London Luton	<p>Constitution of the LLACC has been reviewed and the following changes made:</p> <p>Term of office for the Chairman was limited to 6 years (2 terms of 3 years) now adjusted to renewable terms of 3 years with a more formal review after 3 terms in office.</p> <p>DfT suggested Code of Conduct embraced and now replaces the previous LLACC Code of Conduct.</p> <p>Funding for the Committee made clearer (Airport now funds all aspects).</p> <p>Sub-committees (Noise and Passenger Services) reviewed but no changes made.</p> <p>Committee composition reviewed but no significant changes made.</p>	
London Stansted	<p>ACC begun to review its activities and constitution prior to the issue of the guidelines - aware that there had been no general review of its activities for sometime. An Awayday was organised and considered two sets of issues - committee issues and key policy issues.</p> <p>Discussion covered, roles/terms of reference; size of ACC; balance of membership interests; non-attendance; length of membership; structure of Working Groups; co-opting of members; role of advisers; attendance by members of the public at ACC; general housekeeping issues.</p> <p>Given the change in ownership, the ACC wished to ensure that there was a constructive dialogue with the new owners particularly in terms of ACC acting as a 'critical friend'. Looked at the issue of consultation and what steps might be taken to ensure that there was an effective process - this is work in progress.</p> <p>Considered whether there were any areas where it might be possible to reach common agreement amongst its membership. For example it was suggested that surface access might fall into that category.</p> <p>Agreed that ACC might benefit from the experience of other organisations in terms of best practice, For example perhaps better use might be made of the Committee's membership of UKACCS and increased engagement with other ACCs.</p> <p>Raising the profile of the Committee, there was general</p>	<p>Need for effective consultation</p> <p>Need to identify issues/areas of common agreement</p> <p>Need for increased engagement with other ACCs on best practice</p> <p>Identifying ways to raise the profile of the</p>

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	<p>agreement that the ACC website should be reviewed.</p> <p>It was also agreed that there should be an AGM. The Annual Meeting took place in late June. The business included:-</p> <ul style="list-style-type: none"> • Election of STACC Chairman and chairmen of Working Groups; • Appointment of Working Group Members; • Representation on Outside Bodies; • Review of Past Year and Future Year Annual Work Programme (in particular the need for the Committee and the Working Groups to develop clear annual objectives); and • Financial Matters. 	work of the ACC
Manchester	Reviewed membership and work of committee. No significant issues	
Newcastle	<p>Reviewed Terms of Reference and decided to start again from scratch, using the revised Guidelines as far as possible. The new terms have been discussed in Committee and adopted.</p> <p>A pack of information for new committee members has been finalised and issued to all ACC members so that no-one has any 'gaps' in their basic knowledge. New members will get the pack as they join the Committee. The pack will be reviewed and updated as appropriate.</p> <p>Membership is reviewed regularly and continue to seek members from a small range of organisations which have members on some committees but where ACC have not so far been successful e.g. airlines and other groupings at the airport.</p> <p>We regularly remind the Airport of the need for earlier consultation of proposed changes to enable our input to be taken into account.</p> <p>Despite our efforts we have not been successful in recruiting members from the airlines and the retail units at NIAL. We continue to try to do so.</p>	<p>Encouragement needs to be given to airport to consult early on proposed changes</p> <p>Difficulty in attracting airlines and retail representation on committee</p>
Robin Hood Doncaster	A comprehensive review of Robin Hood Airport Consultative Committee's Constitution was undertaken by the Chair and Committee Secretary to embrace the new DfT guidelines. The membership of the Committee was reviewed and considered to be appropriate. The revised constitution was formally agreed at its January 2015 AGM.	

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	The Committee suggested that a Briefing Note be produced for new members joining the Committee. – This was produced and formally agreed at its January 2015 AGM	
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