

ROBIN HOOD AIRPORT DONCASTER SHEFFIELD CONSULTATIVE COMMITTEE

CONSTITUTION

The Constitution of this Committee is subject to S.35 of the Civil Aviation Act 1982 and conforms to Guidance issued by the Department for Transport in December 2003 on Airport Consultative Committees.

Title

The Committee's title is the Robin Hood Airport Doncaster Sheffield Consultative Committee.

Purpose

The Committee's purpose is to enable the Airport operator (Peel Airports Ltd), communities in the vicinity of the Airport, local authorities, local business representatives, Airport users and other interested parties to exchange information and ideas.

Officers of the Committee

1. The Chairman of the Committee is appointed by the Airport operator, as empowered by the Department of Transport Guidelines.
2. The term of Office for the Chairman will be for a minimum of three years.
3. The Chairman may in due course appoint a Vice-Chairman.
4. The South Yorkshire Joint Secretariat is the appointed Secretary to the Airport Consultative Committee and will be responsible for servicing all Committee and Sub-Committee meetings.

Membership

The Committee consists of Members appointed to represent the organisations and interests listed in the Schedule attached to this document.

5. Membership of the Committee will be reviewed by the Committee at its Annual Meeting.
6. A representative body may by written notice to the Secretary change their nominated representative on the Committee.
7. If possible the term of office for members should be more than one year. Where a member is unable to attend, he or she may send a notified deputy of suitable standing. The details of nominated deputies should be communicated to the Secretary in advance of the Annual Meeting each year.

8. A representative body will be deemed to have been automatically removed from the Schedule, if it has not been represented at a meeting of the Committee or its relevant sub-committees for a period of one year from 1st January 2007.
9. If a Member of the Committee or its relevant sub-committees fails personally to attend three consecutive meetings then that Member shall cease to be a Member of the Committee or its relevant sub-committees, unless failure to attend has been due to some reason approved by the Committee. Submissions regarding non-attendance shall be made in writing to the Committee for consideration.
10. Upon cessation of membership the Secretary shall write to the body having power to appoint a member to seek a new nomination from that body.”

Meetings

11. The Committee will meet quarterly at such places and times as the Committee may determine.
12. The Committee will hold an Annual Meeting in January.
13. If business so requires, the Secretary, after consultation with the Chairman will call an extraordinary meeting.
14. 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.
15. Urgent business may be considered without notice at the discretion of the Chairman.
16. A ‘no smoking’ policy will operate at all meetings of the Committee and Sub-Committee.

Order of Business

17. Normal order of business which may vary at the discretion of the Chairman will be:
 - (i) To approve the minutes of the previous meeting as a correct record.
 - (ii) To consider any outstanding business from the previous meeting.
 - (iii) To receive any announcements from the Chairman.
 - (iv) To receive minutes of sub-committees.
 - (v) To receive a progress report from the airport operator
 - (vi) To consider the business specified on the agenda.

Quorum

18. The Committee will not make formal decisions unless at least one third of the organisations entitled to be represented on the Committee are present.

Minutes

19. The Secretary will record the decisions of the Committee and submit them to the next meeting as minutes, for approval.

Notice of Items for Agendas

20. 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, subject to the agreement of the Chairman.

Voting

21. It is expected that matters will be resolved by consensus and that votes will only be taken on the membership of the Committee and sub-committees.
22. In the event of an equal vote, the Chairman will be empowered to exercise a casting vote.

Disclosure of Personal Interests

23. If a Member has a personal interest (whether financial or otherwise) in any Committee or Sub-committee business, he or she must inform the Chairman before the matter is discussed, and leave the room during discussion on the matter.

Sub-Committee

24. There is one sub-committees of the Airport Consultative Committee.
 - (i) The Noise Monitoring and Environmental Sub-Committee will
 - a. To act as a link with local communities
 - b. To review the implementation of the Quiet Operations policy
 - c. To review every two years the Sound Insulation Grants Scheme.
 - d. To consider the impact on the local community of ground operations associated with the airport.
 - e. To monitor the air quality as measured at the monitoring stations.
 - f. To monitor the level of complaints and the performance of the airport's complaints procedure.
 - g. To review the environmental implications of planning applications.
 - h. To review any incidents involving the use of emergency procedures relating to fuel dumping and fire water.
 - i. To review the effectiveness of bird control measures.
 - j. To monitor the effectiveness of water resource management and the waste management plan.

The membership of the Noise Monitoring and Environmental Sub-Committee is set out in Appendix B.

25. The Committee may appoint sub-committee to assist the work of the Committee with such membership and powers as the Committee may decide.
26. This Constitution will apply to meetings of Sub-Committee 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) Frequency dates and places of meetings will be at the discretion of a Sub-Committee.
27. The Committee will review the number and composition of any Sub-Committee at the Annual Meeting and may alter its membership or powers or disband it at any other time.

Urgent Business

28. 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.
29. The action taken will be reported to the next meeting of the Committee or Sub-Committee.

Advisors

30. The Committee may call upon advisors to assist them in their deliberations. Such advisors should not intervene in Committee proceedings unless invited to do so by the Chairman.

Public Access to Meetings

31. The wider local community shall be made aware of the existence of the Consultative Committee and its role in relation to the Airport's operation and how it may be contacted.
32. Meetings of the Committee may be open to the press and public at the discretion of the Committee.

Confidential Items of Business to be considered by the Committee or Sub -Committee

33. An item of business which in the opinion of the Chairman 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 Chairman in consultation with the Secretary and the Managing Director of the Airport.

Complaints

34. Complaints may be referred to the Committee. However, the Committee is not an arbiter of final resort and it will not normally investigate individual complaints. Where, exceptionally, the Committee decides in the wider interest to review a complaint the details are to be anonymised so that identities cannot be determined.
35. A summary of complaints regarding air quality and the results of the air quality monitoring programme, together with a summary of noise complaints will be provided annually to the Committee by the airport operator.

Annual Report

36. The Committee, in consultation with the airport operator, will submit the first Annual Report to Doncaster Metropolitan Council not later than 2 months after the anniversary of the opening of the airport. Subsequent Annual Reports will be produced within two months of each anniversary of the Opening date.

Liaison

37. The Committee will liaise with the Airport Health Impact Group and the Airport Transport Forum.

Appendix A

MEMBERSHIP OF AIRPORT CONSULTATIVE COMMITTEE AND SUB-COMMITTEE

Airport Consultative Committee

<u>Authority/Body</u>	<u>Seats</u>
Doncaster MBC:	
Portfolio Holder – Cabinet Member for Transport	1
SASIG Member	1
Finningley Ward Councillor	1
Torne Valley Ward Councillor	1
Rossington Ward Councillor	1
Barnsley MBC	1
Bassetlaw District Council	1
Lincolnshire County Council	1
Nottinghamshire County Council	1
North Yorkshire County Council	1
Rotherham MBC	1
Sheffield City Council	1
Member of Parliament – Don Valley	1
The Company of Cutlers in Hallamshire	1
Doncaster Chamber of Commerce	1
Nottinghamshire Chamber of Commerce	1
Sheffield Chamber of Commerce	1
Doncaster Strategic Partnership	1
Bassetlaw Development Agency	1
Hayfield School/Local Schools Group (Ex-officio)	1
Directions Finningley	1
Doncaster Environmental Partnership	1
Chair, Noise Monitoring & Enviro Sub Committee	1
FODSA	1
Airport Users Committee: Passenger/Freight/GA	3
ABTA	1
Parish Council Representatives	3
Chairman – Mr Alan Tolhurst	1
Secretary – South Yorkshire Joint Secretariat	1
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Appendix B

Noise Monitoring and Environmental Sub-Committee

Membership

Bassetlaw

Blyth Parish Council (PC)	1
Bassetlaw Parish NE Forum	1
Environmental Health Officer	1
	3

Doncaster

Armthorpe Ward	1
Finningley Ward	1
Hatfield Ward	1
Rossington Ward	1
Torne Valley Ward	1
Environmental Health Officer	1
Local Area Manager	1
	7

Parish/Town Councils

Auckley PC	1
Austerfield PC	1
Bawtry TC	1
Blaxton PC	1
Cantley with Branton PC	1
Finningley	1
Tickhill TC	1
Maltby TC	1
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Lincs and East Riding

East Riding and North East Lincs Liaison	1
	1

Robin Hood Airport

Airport Director	1
Environmental Manager	1
Air Traffic Representative	1
	3

Other

ACC Chairman (ex officio)	1
ACC Secretary	1
Health Impact Group Representative	1
Air Transport Forum Representative	1
FODSA	1
Rt Hon Caroline Flint MP	1
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