

DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

CONSTITUTION

Introduction

1. In 2005, Doncaster Sheffield Airport agreed to the establishment of a Consultative Committee which then adopted a Constitution based on guidelines issued by the Department for Transport in December 2003.
2. In April 2014, the Department for Transport issued revised guidelines for Airport Consultative Committees and the original Constitution has been updated to reflect the new guidance.

Purpose

3. The Government expects all aerodromes to communicate openly and effectively with their local communities and users of the airport about the impact of their operations. The Doncaster Sheffield Airport Consultative Committee provides the mechanism for the exchange of information between the Airport Operator, users of the airport, local authorities in the vicinity of the airport and other organisations surrounding the airport which have an interest in the operations and management of the airport. Specifically, the Committee is:
 - a. To foster communication and build understanding between the airport, its users, local residents and the business community.
 - b. To stimulate the interest of the local population in the development of the airport.
 - c. To consider the impact of the airport operation on the environment, surface access, employment, the local and regional economy, and the circumstances of local communities and their residents.
 - d. To monitor the implementation of the Airport Operator's commitments made under the S106 Agreement between the Airport Operator and Doncaster Metropolitan Borough Council.
 - e. To consider and comment upon consultative reports, as required.
 - f. To facilitate constructive discussion to resolve differences, when required.

Title

4. The Committee's title is the Doncaster Sheffield Airport Consultative Committee.
5. There is one Sub-Committee: the Noise Monitoring and Environmental Sub-Committee.

Officers of the Committee

6. The Chair of the Committee is appointed by the Airport Operator.
7. The South Yorkshire Joint Authorities Governance Unit (SYJAGU) is the appointed Secretary to the Committee and is responsible for servicing all Committee and Sub-Committee meetings.

Membership

8. The Committee comprises of Members appointed to represent organisations and interest groups which are affected by, or involved in, the operations of the Airport. The list of representative bodies and organisations is at Annex A.
9. Three places on the Airport Consultative Committee are allocated to representatives from local Parish and Town Councils. These places will be filled by election from the Parish and Town Council representatives who are Members of the Noise Monitoring and Environmental Sub-Committee. The election will be held annually at the first meeting of the Noise Monitoring and Environmental Sub-Committee following the AGM.
10. Representative bodies and organisations will inform, in writing, the Committee Secretary of their nominated representatives. If possible, the term of office for representatives should be more than one year, in order to facilitate the development of a body of knowledge and understanding of aviation and airport operations.
11. When a representative is unable to attend Committee meetings, he or she may send a notified deputy. Details of deputy representatives should be communicated to the Committee Secretary in advance of the Annual General Meeting each year.
12. Members should be prepared to convey the views of their wider organisations and report back afterwards.

Participation

13. The Department for Transport guidelines advocate the adoption of a Code of Conduct for Members to ensure the effective operation of the Committee and its sub-Committee. The elements of the Code are:
 - a. **Respect:** Members should treat each other with respect and courtesy at all times.
 - b. **Commitment:** Members should dedicate sufficient time to prepare for and attend meetings.
 - c. **Conflicts of Interest:** Members should declare any conflicts of interest.
 - d. **Participation:** Members should participate fully in meetings.
 - e. **Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.
 - f. **Confidentiality:** Members should respect the status of any confidential issues they discuss.

Meetings

14. The Committee and the Sub-Committee will meet quarterly.
15. The Committee will hold an Annual General Meeting in January.
16. If business so requires, the Committee Secretary, after consultation with the Chair, will call an extraordinary meeting.
17. The Committee Secretary will circulate agendas and associated papers well in advance of meetings to allow Members to prepare fully and obtain technical advice if necessary.
18. Urgent business may be considered without notice at the discretion of the Chair.
19. The Committee Secretary will record the proceedings of the Committee and Sub-Committee and submit these for approval at the next meeting.

Items for Discussion

20. Items for discussion will vary from meeting to meeting, but will cover the following matters, some of which will be delegated to the Sub-Committee for consideration:
 - a. Updates on airport operations, including passenger numbers, new services, complaints, runway utilisation, implementation of the Quiet Operation Policy, and environmental issues.
 - b. Airport developments.
 - c. Airspace changes.
 - d. Surface access.
 - e. Complaints monitoring.
 - f. Updates on local authority plans and policies which may impact on the Airport.
 - g. Community initiatives.
 - h. Updates from sub-groups, if established.

Quorum

21. The Committee will not make formal decisions unless at least one third of the organisations and bodies, listed at Annex A, are present.

Sub-Committee

22. The Noise Monitoring and Environmental Sub-Committee's duties are:
- 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 Grant Scheme.
 - d. To consider the impact on the local community of ground operations associated with the airport.
 - e. To monitor air quality as measured at the monitoring stations.
 - f. To monitor the level of complaints and the performance of the airport's complaints handling procedure.
 - g. To review environmental implications of planning applications.
 - h. To review any incidents involving the use of emergency procedures relating to dumping of fuel 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.
23. Membership of the Sub-Committee is shown at Annex B.

Complaints

24. The Committee is not a dispute resolution forum and does not have executive or decision-making powers over the Airport. However, the Committee can facilitate constructive discussion to resolve differences and issues, if required.
25. The Committee will not investigate individual complaints as a matter of routine; however, complainants who are not satisfied with the Airport Operator's response could contact the Committee, with the Operator's permission, to raise the matter for discussion. That said, it should be remembered that the Committee is not an arbiter of last resort.

Public Access to Meetings

26. The wider local community will be made aware of the Committee and its work through the Airport and Consultative Committee websites. Meetings of the Committee and the Sub-Committee may be open to the public at the discretion of the Committee. Proceedings of meetings will be published on the South Yorkshire Joint Authorities Governance Unit's [website](#).

Annual Noise Report

27. The Noise Monitoring and Environmental Sub-Committee will receive an Annual Noise Report from the Airport Operator and submit this to Doncaster MBC.

Constitution adopted January 2015

Updated November 2017 – approved at the January 2018 AGM

Annex A

MEMBERSHIP OF THE DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

<u>Membership Authority/Body</u>	<u>Seats</u>
Doncaster MBC:	
Portfolio Holder – Cabinet Member for Transport	1
SASIG Member	1
Finningley Ward Councillor	1
Tickhill & Wadworth Ward Councillor	1
Rossington & Bawtry 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
West Lindsey District Council	1
Economic Development – West Lindsey District Council	1
Member of Parliament – Don Valley	1
Doncaster Chamber of Commerce	1
Nottinghamshire Chamber of Commerce	1
Sheffield Chamber of Commerce	1
Friends of Doncaster Sheffield Airport (FODSA)	1
Airport Users Committee: Passenger/Freight/GA	3
NMESC Representatives	3
DSA Representatives	4
Peel Holdings (Management Ltd)	1
Chairman – Mr Alan Tolhurst OBE	1
Ex-Officio – Mrs Yvonne Woodcock	1
Committee Secretary (SY JAGU)	1

Annex B

MEMBERSHIP OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE

<u>Membership</u>	<u>Seats</u>
Authority/Body	
<u>Bassetlaw</u>	
Blyth Parish Council	1
North East Bassetlaw Forum (Misson Parish Council)	1
	2
<u>Doncaster</u>	
Armthorpe Ward	1
Finningley Ward	1
Hatfield Ward	1
Rossington & Bawtry Ward	1
Tickhill & Wadworth Ward	1
Environmental Health Officer	1
Local Area Manager	1
	7
<u>Parish/Town Councils</u>	
Auckley Parish Council	1
Austerfield Parish Council	1
Bawtry Town Council	1
Blaxton Parish Council	1
Cantley with Branton Parish Council	1
Finningley Parish Council	1
Tickhill Town Council	1
Maltby Town Council	1
	8
<u>Lincs and East Riding</u>	
Wroot Parish Council	1
	1
<u>Doncaster Sheffield Airport</u>	
Chief Executive	1
Operations Director	1
Environment & Community Officer	1
Air Traffic Representative	1
	4
<u>Other</u>	
Chairman - Mr Alan Tolhurst OBE	1
Committee Secretary (SY JAGU)	1
Friends of Doncaster Sheffield Airport (FODSA)	1
Member of Parliament - Don Valley	1
	4
	<u>26</u>