

Programme Coordinate Board – Meeting 1 Minutes

15 December | 9.00-11.00

DLA Piper Offices, London

Members	Additional Attendees
Caroline Low (CL) (Chair) – DfT	██████████ – DfT
Ros Smith-Reid (RSR) – DfT	██████████ (Secretariat) - DfT
██████████ – DfT	██████████ – HAL
Emma Gilthorpe (EG) – HAL	██████████ – CAA
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Apologies:	

1.0 Welcome, Introduction and Latest Updates

1.1 CL welcomed everyone to the meeting.

2.0 Agreement on Terms of Reference (ToR)

2.1 RSR outlined the ToR and highlighted that they may evolve as the programme develops and that other parties might also need to be involved in future.

2.2 RSR also highlighted that all engagement would be in line with the Statement of Approach that sets out propriety arrangements.

2.3 All parties were asked if they had any comments/changes to the ToR they would like to make before they are agreed. HAL are happy with ToR in current form. CAA would like a line about statutory duties added to the document but are otherwise happy as drafted.

Action 161215/01 – DfT to update ToR based on comments and then circulate to all members.

3.0 Discussion on Independent Member

3.1 RSR sought the board's agreement on the role profile and asked that they come away with a short list of names. All parties were content with the role profile as drafted.

3.2 A long-list of names was discussed with members offering insight based on their background, previous experience and where there may be potential conflicts of interest. It is important to DfT that the Independent Member has regulated infrastructure experience.

3.3 The members shortlisted and agreed to approach the following potential candidates: ██████████ ██████████ and ██████████

3.4 It was suggested that DfT run the recruitment process in order that it is in line with public appointment rules and will also involve HAL and CAA.

3.5 It was agreed that the Independent Member would be hired on a fixed term contract with the opportunity to extend. The role would be reviewed after 6 months, and after NPS designation.

Action 161215/02 – CL and EG to meet with ██████████

Action 161215/03 – HAL to sound out whether the role is something ██████████ ██████████ would be interested in and if so, arrange follow up meeting

Action 161215/04 – DfT to sound out whether the role is something ██████████ ██████████ would be interested in and if so, arrange follow up meeting

4.0 Discussion on Airline Engagement

- 4.1 HAL have held a 3 day airline immersion event to bring airlines up to speed on expansion plans and so that they can understand the next steps in the process and engage with HAL.
- 4.2 HAL appreciate that the airlines will be time-constrained and are encouraging them focus on the wider picture and engage strategically.
- 4.3 In general, attendance at the immersion events was good with 20-30 airline representatives.
- 4.4 The airline community have shown quite diverse views. Ideally they would coalesce around a small number of leaders / coordinators in feeding back views.
- 4.5 Following on from the immersion event, HAL are seeking feedback from the airlines and are getting meetings in the diary to follow-up.
- 4.6 Regarding airline engagement, the timeline is for a relatively quick turnaround time in the HAL 1 year plan. CAA wanted to ensure airlines had enough opportunity to input into plans. It was also noted that there was more value in airlines engaging early as HAL shaped their plans. HAL noted these points and their continued desire to have input from the airlines.

Action 161215/05 – All parties to encourage airlines to engage where relevant and appropriate

5.0 Year 1 Plans

- 5.1 HAL took the PCB through their one year plan. Key points to note:

- 5.1.1 In Q1 2017, [REDACTED].
- 5.1.2 HAL will start conducting traffic assessments. DfT highlighted that all parties, including TfL, should be working from the same data.
- 5.1.3 DfT queried what “decide on options to Con1” referred to. HAL clarified that they will have to make small adjustments to their scheme design as some elements weren’t fully tested before the Airports Commission process, however they will be guided by the draft NPS when published and recognised that that their scheme will need to comply with the final NPS in the event of designation
- 5.1.4 HAL are thinking about stakeholder engagement, particularly around how to work with the local community with regard to starting surveys and land access.
- 5.1.5 DfT would like to understand the short term benefits that are being realised through procuring design work and will engage with HAL on this.

- 5.2 DfT took the PCB through their one year plan. Key points to note:

- 5.2.1 The consultation on the NPS will last for 16 weeks.
- 5.2.2 The consultation on the night flights restrictions to apply after October 2017 will hopefully start just after Christmas and will be relatively short – DfT emphasised that this was not related to expansion.
- 5.2.3 DfT want to understand the cross cutting milestones therefore will work with HAL and CAA to produce a cross-cutting 1 year plan and then a longer term plan in draft by the end March 2017.
- 5.2.4 Airspace consultation will run alongside the NPS consultation with an announcement on the outcome being made in the summer. There was discussion around the interdependencies relating to airspace change, therefore this will be a topic for further discussion at the next meeting.

5.3 CAA noted that they are currently working on their 2017 timetable and priorities, and outlined high-level dates.

Action 161215/06 – HAL to advise on the current status of the relationship with TfL

Action 161215/07 – RSR to engage with [REDACTED] regarding benefits realisation

Action 161215/08 – RSR to engage with [REDACTED] regarding creating a cross-cutting 1 year plan

6.0 Community Update

6.1 HAL are starting to send letters out to local residents about land access for surveys.

6.2 HAL are offering the opportunity for one to one meetings.

6.3 HAL are currently also considering a small number of hardship cases.

6.4 There is currently a vacancy for the lead HAL community engagement role however they have ensured cover given it is a priority.

7.0 AOB

7.1 DfT noted that it will be useful for a number of the other coordination groups to feed updates into the PCB. These will be requested for the next meeting.

7.2 All parties noted that they had found the meeting useful and would bring forward any additional topics that they wanted to discuss in future meetings.