

Aviation Council Terms of Reference

February 2023

Purpose: This document sets out the terms of reference for the Aviation Council. It includes a description of the Council's function, scope, membership, roles, meeting arrangements, interfaces, and commitment to Diversity and Inclusion.

1. Context

- 1.1. In May 2022, the government published the *Flightpath to the Future* strategy for the future of aviation, focused on its vision for the sector over the next ten years.
- 1.2. The *Flightpath to the Future* sets out a ten-point plan, outlining clear priorities to ensure that the UK establishes a modern, innovative, and efficient sector for the future.
- 1.3. The government has established the Aviation Council to support the delivery and implementation of commitments set out in the ten-point plan. The Aviation Council provides an important opportunity for government and the sector to come together and to ensure that the UK retains one of the strongest and most successful aviation sectors in the world.

2. Function of the Aviation Council

- 2.1. The Council's functions are to:
 - Strengthen industry-government working to support growth and drive forward a successful recovery.
 - Provide a delivery-focused forum for implementation of the commitments within the *Flightpath to the Future* and ten-point plan.
 - Enable Government and Industry to voice their opinions and provide advice and recommendations on how to address challenges facing the sector, as well as how best to embrace opportunities.

3. Scope and Authority

- 3.1. To support the programme in achieving the commitments published in the *Flightpath to the Future*.
- 3.2. The Council will be a delivery forum and will not be designed as a lobbying forum for individual members interests.

4. Group membership

- 4.1. The Council membership is comprised of a wide range of stakeholders. Membership will be kept under review.
- 4.2. The Department for Transport Minister for Aviation will hold the position of Chair of the Aviation Council.
- 4.3. Membership, including the position of Co-Chair, will be reviewed annually by the Minister for Aviation and the Aviation Council Secretariat. The Co-Chair will be selected from the Council membership.
- 4.4. Associate members will be invited to attend on an ad-hoc basis as relevant, but for all other purposes will be treated as members of the Council.

5. Meeting arrangements

Conduct

- 5.1. Attendees: All members are expected to attend meetings. Other invites and substitutes to meetings are issued at the discretion of the Aviation Council Secretariat in advance of the meeting.
- 5.2. Chairing the meeting: The Chair and Co-chair will jointly chair meetings.
- 5.3. Confidentiality: All items discussed at Council meetings are confidential to the members until the minutes of the meeting are approved, unless otherwise clearly stated in the meeting. Meeting minutes will be made publicly available on the Department for Transport website

Frequency

- 5.4. The Aviation Council will meet quarterly, for a duration of one hour, with exact timings subject to diary constraints or other reasons for scheduling at a different time.
- 5.5. In the event of exceptional circumstances, the Chair may suggest additional meetings of the Council.
- 5.6. Where possible, meetings will occur in person at the Department for Transport. If there are instances where a member cannot attend in person, the secretariat will consider if it may be possible for the member to join the meeting virtually.

Agenda

- 5.7. The agenda is prepared by the Department for Transport Aviation Minister in partnership with Co-Chair & will incorporate all matters arising from the previous meeting.
- 5.8. Any items submitted by other members for consideration must be sent to The Chair and Co-Chair 2 weeks prior to the Council meeting to ensure inclusion in the agenda.

Secretariat

- 5.9. The Board will be supported by a secretariat from the Aviation Policy Division. The Secretariat will be responsible for:
 - Scheduling meetings;
 - Preparing the agenda to be agreed by the Chair and Co-Chair;
 - Circulating papers by email in advance of the meeting; and
 - Drafting and circulating minutes.

6. Key interfaces

- 6.1. Where areas are already covered by the remit of existing joint government and sector groups, the Council will not seek to duplicate. For example, the Jet Zero Council leads on the government's ambition for net zero aviation and the Aviation Council will not consider matters that cut across this remit.
- 6.2. The Council may wish to invite representatives from these groups to join Council meetings on an ad hoc basis.
- 6.3. The Council will have the remit to establish working groups to address specific areas in relation to the strategic framework and the ten-point plan. The Council membership will appoint a Chair for the working group and agree its terms of reference, with all decisions to be agreed by the Chair and Co-Chair.
 - Working group members do not need to be members of the Council, as the purpose of these groups are to bring in a range of views and expertise on specific issues.
 - Working groups will report back to the Council on progress and developments, including highlighting any issues if they arise.

7. Diversity and Inclusion

- 7.1. Membership of the Council will be in line with the diversity and inclusion principles in place at the Department for Transport and will endeavour to create an inclusive culture, to increase the representation of underrepresented people to better reflect the people we serve, to attract recognise and nurture diverse talent, and to ensure everyone understands the importance of diversity and inclusion and how we all play a part in making it happen.