

## **Stakeholder Reference Group – Terms of Reference**

### **Stansted Airport Future Airspace**

#### **1. Overview**

The Stakeholder Reference Group (SRG) will act as an independent advisory group to contribute to Stansted Airport's future airspace programme. The SRG will consider and provide comment on the Airport's approach to engagement, consultation, materials and process. The SRG will be formed of individuals representative of a variety of local, relevant stakeholders who have an interest in Stansted and future airspace.

The group will be independently managed for Stansted Airport by The Consultation Institute who will also provide an external Secretariat.

The Stakeholder Reference Group will provide constructive, considered and honest comment on;

- Our approach to consultation and stakeholder engagement, including local communities
- To alert the Institute and the Airport of any errors or omissions it believes to be significant
- The reaction of residents and stakeholders to various engagement and consultation activities.
- The clarity of our processes and outcomes
- The accessibility of our documentation
- To consider and comment upon the Airport's Consultation Strategy (per Stage 3A of CAP 1616); specifically, to consider and comment upon consultation plans, dialogue methods, analysis and feedback.
- To advise the Consultation Institute of any information or views it believes relevant to its Quality Assurance process.
- To offer advice, opinions and recommendation upon other relevant matters upon request by the Airport or the Institute.

The SRG will assist the airport in developing and implementing an appropriate process for stakeholder engagement and the Airport will carefully consider and respond to its comments in this regard. The SRG's comments will focus on the process only, it is not expected that it will comment on the substance, outcomes or choices selected in response to the process.

#### **2. The Independent Chair**

The Independent Chair will be required to;

1. Lead the SRG to enable it to fulfil its purpose
2. Direct liaison between stakeholders and Stansted
3. Chair SRG meetings ensuring;
  - A balance is struck between time keeping and space for discussions

- Business is dealt with and decisions made
- Decisions, action and deliberations are accurately minuted
- The implementation of decisions is clearly assigned and monitored

Full details of the role of the Chair are outlined in appendix 1.

### **3. Secretariat and Administration**

There will be an independent Secretariat for this group who will take minutes, circulate papers in advance of the meeting, process expenses, track progress in implementing agreed actions and act as a point of contact should members wish to raise issues of relevance.

When approved by the Chair, Agendas and Minutes may be posted on the Stansted Airport future airspace web page.

### **4. Meetings**

The SRG will meet periodically as required by the milestones in the project plan. All meetings will be diarised with a minimum notice period of two months.

### **5. Membership**

The membership of the SRG will represent the range of stakeholders identified by the Airport, reflecting a broad range of community views. We anticipate a panel of around 16 members with final selection by the Chair in consultation with tCI. We would expect a minimum attendance of 33% of members of the SRG to be quorate.

Organisation	Representative	Area
Chair		
STACC		STACC
Environmental Health Officer		Health
Pilot		Aviation
Chamber of Commerce		Local business groups
Local Business		Local business
Faith		Faith
Voluntary groups		Local strategic partnership (collaboration of various organisations)
Education		Education
Council representative - Uttlesford		Elected representatives
Council representative - Harlow		Elected representatives
Council representative – East Herts		Elected representatives
Pilot		Aviation

Full guidance details for members are outlined in appendix 2.

### **Appendix 1 – Role of the Independent Chair**

The Chair ensures that the Stakeholder Reference Group (SRG) functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions, recommendations and implemented and/or reviewed.

The Chair will have access to Secretariat support provided by the Consultation Institute and may request meetings and access to both The Consultation Institute and Airport staff beyond formal SRG meetings.

Subject to local discussions, the key tasks and responsibilities of the Chair are as follows:

- to provide leadership and direction to the SRG to facilitate its work to contribute to and comment upon the Airport's future airspace consultation programme and how it proceeds through the CAP 1616 process
- to influence the membership of the SRG in consultation with the tCI Secretariat and the Airport and to agree the planned work programme for the Group, including an outline schedule of meetings.
- to ensure that the SRG's business is conducted in an orderly fashion and to ensure that members and contributors obtain a fair hearing; to help prepare a members' Code of practice, if required, so that members have a user-friendly protocol to set expectations for reasonable conduct.
- to ensure that the work of the SRG is consistent with its agreed remit and *Terms of Reference* and that focus is maintained on the *process* of the CAP 1616 programme and not the *content or merits* of proposals made during the programme.
- to help the Group, wherever possible, to reach a consensus view, form conclusions and agree actions to communicate its views, as appropriate, to the Institute and/or the Airport. To summarise and articulate the range of views expressed where there is no consensus in the Group.
- to determine in consultation with the tCI Secretariat, the content of meeting agendas, the sequence of items and the amount of time to be devoted to each.
- to act as the custodian of the SRG's views and attend meetings with the Institute and/or the Airport to represent those views upon request.
- to assist in managing the continuing membership of the Group, including permanent or temporary substitutions; to advise the Institute in the event that members are deemed to have been in breach of agreed SRG standards.
- to act as the public face of the SRG should it be necessary to make public statements or give interviews through the media.
- to undertake whatever other relevant tasks as are agreed with the Institute.

The Institute will prepare an agreement whereby the Chair will be remunerated for the required tasks broadly in line with the list.

## **Appendix 2 – Serving on the Stansted Airport Future Airspace SRG, Guidance for members**

The Stakeholder Reference Group operates under the principle of mutual respect and all participants agree to;

- Be open, warm and professional
- Have a non-judgemental attitude

In order to best use people's time and expertise we ask that all those attending agree to the following;

- Members should use their best endeavours to attend SRG meetings and give apologies ahead of time if unable to attend
- Study information sent in good time before meetings and be prepared to contribute to discussions and other work during the meeting.
- Respect the authority of the Chair or staff member leading the meeting and at all times to conduct themselves with consideration for others.
- Be committed to the SRG Terms of Reference and its focus on the *process* of engagement and consultation. It is not the function of the SRG to consider the *merits* of airspace proposals.
- Maintain focus and relevance to matters being discussed during the meeting
- Be mindful of the time available in meetings, and use the opportunity to contribute by raising issues with the Chair, facilitator or team between meetings
- Engage in debate in meetings, maintaining a respectful attitude to the opinions expressed by others
- Stansted's SRG will normally be encouraged to work by consensus, will observe the Chatham House Rules (non-attribution), and its minutes may be published. Where restricted distribution or advance-copy materials are made available to members, individuals will be expected to honour the confidentiality required of them; members may be required to sign a Non-disclosure Agreement.
- If the SRG adopts standing orders or any other protocol (eg re conduct of meetings, contacts with the traditional media, use of social media etc etc), members agree to be bound by their provisions.
- Any member wishing to leave the Stakeholder Reference Group, should, in the first instance discuss the request with the Chairperson, and provide as much notice as possible.

Membership of the SRG is on an individual basis, though, in some cases, members are asked to seek to reflect the views of communities with whom they are associated. Membership will not affect an individual's right to participate in any consultation or engagement activity.

If individuals fear that their personal interests may conflict with the SRG's need for objectivity, they would alert the Institute and seek advice as to whether any such conflict of interest might prejudice their involvement with the Group.

In the unlikely event that the Chair or the Institute believes it is no longer appropriate for an individual to remain a member of the Group, there will be provision for a discussion with the Chair before a final decision is taken.