

## **Stakeholder Reference Group: Terms of Reference**

### **Manchester Airport – Future Airspace**

Manchester Airport is committed to ensuring the consultation process is robust and meaningful and to that end has commissioned the Consultation Institute, a UK wide best practice organisation on public consultation to quality assure the process being adopted.

#### **Purpose**

The Stakeholder Reference Group (SRG) is a time limited group established to contribute to and comment on the Manchester Airport's Future Airspace Consultation Programme and how it proceeds through CAP 1616. The group is likely to be established for two years during the consultation and implementation stages and then to meet again after three years to review the impact of the implementation.

#### **Governance**

The SRG will form part of the Consultation Institute's Quality Assurance service. This is an independent, arms-length approach to provide a robust additional level of assurance and scrutiny to enhancing the airport's confidence regarding its approach.

#### **The Chair**

The Chair is [REDACTED] and has been appointed by Manchester Airport. The Chair will ensure the effective functioning of the SRG meetings. They will ensure full participation, that all relevant issues are discussed and decisions are made and followed up. They will have access to the tCI and MAN staff.

#### **Membership**

The SRG is a gathering of selected people reflecting local and relevant stakeholder interests, who can provide additional views and perspectives to the Airport and its advisers as it seeks to engage and consult the public over proposed changes to airspace. The SRG will be made up of representatives from the industry, business, councillors, the wider community and individuals that live in the area where aircraft may be at an altitude of less than 7000ft. Membership is shown below.

	Organisation	Representative		Geography
1.	Manchester Airport Consultative Committee – Technical Advisory Group Chair		Heald Green Rate Payers	Stockport
2.	Environmental Health Officer		Health	Heath
3.	Pilot		Aviation Industry	Industry
4.	Air Traffic Control Services		Aviation Industry	Industry
5.	David Lewis Centre Chief Executive		Health	All Service users
6.	NW CBI		Business	NW Region
7.	Manchester Chamber of Commerce		Business	Manchester
8.	Cheshire Women’s Institute		Women’s Interest Group	Women
9.	Local Enterprise Partnership Cheshire and Warrington		Business	Warrington
10.	Youth Parliament		Young People	Cross Manchester
11.	Manchester Airport Chaplaincy		Faith	Faith
12.	Trafford College Group			Trafford
13.	Taxall and Fernilee		Primary School	High Peak Derbyshire
14.	Complainant		Community Representative	Buxton
15.	Council Rep Cheshire	Officer or Councillor		Cheshire
16.	Council Rep Stockport	Officer or Councillor		Stockport

## Role

The SRG will provide additional insight for the Consultation Institute as it provides independent external Quality Assurance for the Airport’s change proposal. By supplementing the Institute’s detailed technical knowledge of *best practice* engagement and consultation with the SRG’s local knowledge, it optimises the input given to the Airport as it manages its process. The SRG will

- Establish the role of critical friend to Manchester Airport, providing constructive and considered challenge.
- Advise on the development of information for wider public use
- Consider and comment on proposed consultation process, plans and methodologies
- Consider and comment on the analysis and feedback methodologies
- Be invited to comment upon and offer suggestions and recommendations on relevant aspects of the various dialogues to be conducted with local residents and stakeholders.
- Seek to provide honest feedback on the reaction of residents and stakeholders to various engagement and consultation activities and alert the Institute and the Airport of any errors or omissions it believes to be significant

- The SRG has an advisory role but does not have any decision-making responsibilities or accountability role.

Members will have privileged access to information, some of which may be sensitive. They will be expected to sign a non-disclosure agreement. The SRG will operate as a forum, respecting all views expressed. There will be no voting or resolutions.

#### **Attendance of officers**

Officers with responsibility for the airspace change programme, for stakeholder and community relations, and for consultation and engagement will attend as required, as will specialist consultants when asked to do so by the Chair.

#### **Secretariat**

tCI will provide the Secretariat for the SRG. tCI will take minutes and circulate papers in advance of meetings. The agenda will be agreed one week in advance of meetings with the Chair.

Minutes of meetings will be taken and made available to inform people and organisations of the work and decisions of the Group. All Agendas and Minutes will be placed on the Manchester Airport web page [www.manchester.airport.co.uk/futureairspace](http://www.manchester.airport.co.uk/futureairspace)

The Airport should report back at each meeting on how comments from SRG members has influenced their thinking.

#### **Expenses**

The Airport will reimburse member's travel expenses for attending meetings and to provide modest refreshments.

#### **Support and training**

Both members and officers may benefit from support and training to help them to perform their SRG roles. The Consultation Institute may be able to help with such training.

#### **Meetings dates**

The venue and timing of meetings will be discussed at the outset, to maximise convenience and as far as possible to avoid disadvantaging particular members.

Meetings will be aligned with milestones in the project plan, with careful consideration being given to the timing.

The First meeting will 8 August 2019

Between meetings members should raise queries or concerns with tCI or the Chair in the first instance.

**These Terms of Reference will be reviewed on an annual basis.**

## Stakeholder Reference Group Code of Conduct

The SRG 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:

- give apologies ahead of time if unable to attend or take part
- 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, team leader or staff member leading the meeting
- maintain focus and relevance to matters being discussed during meetings
- be mindful of the time available in meetings, and use the opportunity to contribute by raising issues with the chair, facilitator or Core Team between meetings
- engage in debate and decision-making in meetings according to any agreed procedure, maintaining a respectful attitude for the opinions of others
- maintain confidentiality about any meetings held in private

We ask that representatives from groups or organisations remain mindful of them, but to also positively contribute to meetings as an individual member of the SRG.

Those found to be in breach of the SRG code of conduct will be asked not to participate.