

Edinburgh Airport Noise Advisory Board

Code of Conduct

The Edinburgh Airport Noise Advisory Board (the Board) recognises the importance of the participation of all its members, and will take all reasonable steps to ensure that all participants are supported and valued for their contributions. While each member has a role or potential interest in influencing the development and implementation of noise reduction strategies for Edinburgh Airport (EDI), it is important that members are clear about the role, remit and authority of each participating EDI stakeholder member.

This Code of Conduct seeks to describe the conduct expected of individuals who participate in the Board, and ensures that the Board business is conducted in a constructive and civilised manner. The Board will decide what, if any, action to take if any member is found by the Board to be in breach of this Code. In exceptional circumstances, this could include termination of the Board membership.

The Chair will:

1. Set the agenda for regular scheduled meetings and ensure the distribution of same at least three days before the said meeting.
2. Ensure such meetings are conducted in a productive and orderly manner whilst ensuring that all contributions from participants are made through the Chair
3. In conjunction with the Secretary, be the recipient of all communications directed to the Board, whether directly or by onward referral from Members of the Board if first recipient.
4. Determine and ensure the circulation of all received communications to members of the Board for information and action as necessary

The Secretary will:

1. In conjunction with the minutes secretary, collate and distribute minutes of regular scheduled meetings to all members
2. In conjunction with the Chair, be the recipient of all communications directed to the Board, whether directly or by onward referral from Members of the Board if first recipient.
3. In conjunction with the Chair, ensure the circulation of all received communications to members of the Board for information and action as necessary

The Vice Chair will as necessary:

1. Fulfil the role of the Chair as and when requested by the Chair, or during the unforeseen absence of the Chair

Board members will:

1. During the course of all Board meetings, observe and comply with the direction of the Chair, which at all times shall be reasonable.
2. Treat other participants fairly, respecting each other and acting in compliance with equal opportunities legislation.
3. Behave in a constructive, civilised and responsible manner in their relationships with members and all other participants and ensure that equality of opportunity is given to every member to have their knowledge, skills and experience taken into account.
4. Permit others to express themselves and understand that all views are important even if they are not the same as their own - as long as no offence is caused, even if unintentionally.
5. Inform the Chair or Secretary of the Board if, in their view, any conduct issues arise from the contributions of any member.
6. Not bring the Board into disrepute and not accept any gift, hospitality or inducements which may be seen to influence or are intended to influence members opinion or judgement.
7. Respect the confidentiality of any information that has been shared with the Board on a confidential basis and ensure that all information is handled with dignity, discretion and in compliance with Data Protection legislation. Data shared with the Board will not be used for personal, malicious or corrupt purposes.
8. Perform Board duties with honesty, integrity, impartiality, objectivity and in a constructive demeanour.
9. Distribute in a timely manner, the Board proposed agenda, minutes and any other information marked for circulation, to all interested parties within their respective organisations and ensure, so far as is practicable, that the communities affected by aviation noise are kept informed of those matters considered by the Board.
10. Observe the Board Terms of Reference as applicable.