

# Edinburgh Airport Noise Advisory Board

## Terms of Reference

### A. Introduction

The Edinburgh Airport Noise Advisory Board (the Board) has been established to create and maintain an impartial pathway for the Community at large to engage with Edinburgh Airport Limited (EAL) in the understanding and resolution of issues relating to aircraft noise associated with Edinburgh Airport (EDI), with the primary aim of minimising the noise impact on affected or potentially affected communities. Members of the Board appointed under paragraph D.1. represent organisations with differing remits and responsibilities some of which include prescribed regulatory or rule-based functions.

The Board has no legal status or standing; its effectiveness depends upon the cooperation and constructive participation of its membership. The Board addresses noise issues at a strategic and technical level. It does not itself make decisions; its power comes from its ability to make evidence based recommendations to the relevant decision makers.

### B. The aims of the Board are to:

1. Ascertain, coordinate and represent the concerns of local communities affected by aircraft noise arising from operations associated with EAL.
2. Ascertain and review the current and future operational requirements of EAL, and assist in supporting dialogue with the communities.
3. Ensure that community concerns relating to aircraft noise are fully understood by those key stakeholder organisations associated with EAL operations.
4. Initiate where necessary, independent measurement and assessment of aircraft noise and discuss noise improvement proposals with EAL.
5. Monitor the implementation and effectiveness of all noise improvement initiatives agreed with EAL.
6. Report back to local communities and Edinburgh Airport on those actions intended to improve the situation for those affected by noise from aircraft using EDI.

### C. The objectives of the Board are to:

1. Develop and maintain a register of all Edinburgh Airport key stakeholders (EDI stakeholders)
2. Develop annually a prioritised list of key issues and objectives relating to aircraft noise.
3. Develop annually a programme of work together with assigned individuals or sub-groups tasked with delivering the objectives in accordance with the agreed programme.
4. As determined by the current programme of work:
  - a. Establish the data required from EDI stakeholders and procure this data in a timely manner.
  - b. Commission independent assessments as necessary.
5. Discuss with EDI stakeholders, current noise issues and potential noise improvement initiatives.

6. Formally request and examine reports compiled by EAL of complaints sent to them relating to noise.
7. Where appropriate assist in the dissemination of consultations on noise related matters issued by EAL and its stakeholders.
8. Disseminate to local communities the Board's findings on the EAL Noise Action Plan (which is a statutory requirement of the Environmental Noise (Scotland) Regulations 2006).
9. Establish a process to annually review the objectives of the Board.
10. Maintain a website and ensure that the agenda of forthcoming meetings, all minutes of meetings and reports are in the public domain.
11. Produce an annual report of the work undertaken by the Board.

#### **D. Board Composition, Meetings and Reporting**

1. The Board will comprise full members with voting rights and participating members with no voting rights as follows:
  - a. Nominated individuals as full members, to represent Community Councils and other relevant bodies in Edinburgh, the Lothians, Falkirk and Fife. Nominated individuals may send an alternate in their place as a participating member, with prior notice to the Chair.
  - b. Individuals with relevant skills, knowledge and a willingness to participate may be co-opted to full membership of the Board by a majority of the membership of the Board. The number of co-opted members will be reviewed from time to time by the Board.
  - c. Representatives of EAL, Aircraft Operators, Air Traffic Control, CAA, Local Authorities and other relevant organisations invited by the Chair to attend specific meetings as participating members.
  - d. The Chair shall have no voting rights other than a casting vote in the event of a tied vote amongst full voting members of the Board.
2. An Independent Chair, Vice Chair, Secretary, and Treasurer of the Board will be appointed annually by the full members of the Board.
3. Care should be taken to ensure that a balanced representation is always achieved for Community members of the Board.
4. The Board should meet at intervals agreed by the members but at intervals not exceeding 3 months.
5. The Board may appoint members to task groups to undertake specific, time limited tasks. The Board will determine the composition of the task group, the definition of the task, the terms of reference and the required completion date for the task.
6. The agenda and minutes of Board meetings shall be published on the Board's website.
7. Meetings will comply with the Chatham House Rule i.e. *"When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed."* Matters deemed to be confidential by the Board will not be included in the minutes.
8. Board meetings will not be open to the public, unless agreed by the Board members for specific dates and/or specific topics.
9. Board meetings are quorate with 50% of full members present.

10. Decisions will be reached by consensus. In the event that it is not possible to reach Board consensus on any matter, after exhausting all reasonable efforts, a decision can be made by a simple majority of the full members in attendance. Each full member of the Board will exercise a single Board vote.
11. Board meetings will be open to non-members only by specific invitation of the Chair
12. At the discretion of the Board, Board membership terminates automatically for any member (or alternate) that fails to attend more than three consecutive full meetings of the Board without reasonable cause.
13. All Full and Participating members of the Board shall comply with the Board Code of Conduct.