

DRAFT
BELFAST CITY AIRPORT FORUM
CONSTITUTION
2008

1. Introduction

Airports play an important part in the economic and social life of the region they serve. However, like other modes of transport, aviation has an impact on the environment. It is therefore important that airport operators put in place mechanisms to consult with all those having an interest in matters concerning the airport.

Mindful of its responsibility to its neighbours and the environment, George Best Belfast City Airport Ltd. established the Belfast City Airport Forum [the Forum] for the discussion of those matters, concerning the operation of the Airport, that impact on the surrounding areas and the users of the airport. The first meeting of the Forum was held on 25th March 1993.

In 2003, the Department for Transport (DfT) issued new guidelines for the operation of airport consultative committees in Great Britain. The Department for Regional Development drew upon the work of the DfT and in 2006 issued guidelines for application to airport consultative committees in Northern Ireland. In the light of these guidelines, a review of the Forum was undertaken and completed in 2008.

2. Purpose of Consultation

The purpose of consultation is to enable the airport operator to exchange information and ideas with bodies which have an interest in matters concerning the airport and to allow the views of interested parties to be raised and taken into account by the airport operator, with a genuine desire on all sides to resolve any issues that may emerge.

Consultation will take many forms but it is recognised that a consultative committee is one mechanism for effective consultation. However, consultation does not detract from or constraint the responsibility of the airport operator to manage the airport.

3. Name and Purpose the George Best Belfast City Airport Forum

- 3.1 The consultative committee shall be called the George Best Belfast City Airport Forum, hereinafter referred to as the Forum.
- 3.2 It is the purpose of the Forum to provide facilities for consultation, as specified under Article 20(1) of the Airports (Northern Ireland) Order 1994, and required under the Airports (Designation) (Facilities for Consultation) Order (Northern Ireland) 1997.
- 3.3 The structure and operation of the Forum is in accordance with the "Guidelines for Airport Consultative Committees in Northern Ireland", issued by the DRD in April 2006.

4. Terms of Reference

The Forum, under Article 20 (2) of the Airports (Northern Ireland) Order 1994, may consider any matter concerning the management or administration of the airport, which affects the interests of organisations in Membership of, or having Observer status at, the Forum.

5. Membership of the Forum

5.1 The Airports (Northern Ireland) Order 1994, requires designated airports to provide adequate facilities for consultation with:

- (a) users of the airport;
- (b) the General Consumer Council for Northern Ireland;
- (c) a district council in whose district the airport or any part thereof is situated or whose district is in the locality of the airport; and
- (d) any other organisation representing the interests of persons concerned with the locality in which the airport is situated.

5.2 Through its Membership, the Forum will reflect the views and opinions of a broad range of those having an interest in the operation of the airport, while maintaining a manageable size to enable constructive and meaningful communication.

5.3 Any organisation representing those with an interest in the operation of the airport and meeting the eligibility requirements defined below may apply to become a Member of the Forum.

5.4 Regulatory bodies or other agencies involved in the governance of the airport shall have Observer status at the Forum.

6. Structure of the Forum

6.1 The business of the Forum shall be managed by the Forum Committee which may consider and discuss any item relevant to the airport.

6.2 The Forum Committee shall be as detailed in Appendix 1.

6.3 The Forum Committee shall establish such Sub Committees as it deems appropriate for the detailed discussion and scrutiny of reports relating to the airport and those issues of relevance to the airport referred to Sub Committees by the Forum Committee.

6.4 Forum Sub Committees shall be Chaired by members of the Forum Committee.

6.5 Sub Committees shall present reports of their meetings to the Forum Committee.

6.6 All Members and Observers of the Forum shall have the opportunity to sit on Sub Committees.

6.7 The Chairman, Deputy Chairman and Secretary of the Forum shall be ex officio members of all Sub Committees.

7. Eligibility

7.1 Officers The Chairman and Deputy Chairman shall be independent. Independent means they shall not be members of any organisation in membership of the Forum.

7.2 Local Authorities A local authority in whose district the airport or any part thereof is situated or whose district is in the locality of the airport shall be invited to join the Forum.

7.3 Community Groups Community groups having an interest in the airport may seek to become Members of the Forum provided that:

- a. It is a properly constituted group having a constitution and elected office bearers.
- b. A copy of the constitution is forwarded to the Forum Secretary.
- c. The group holds regular meetings and holds an Annual General Meeting.
- d. Minutes of the AGM are forwarded annually to the Forum Secretary.
- e. With the Minutes of the AGM, the group provides to the Forum Secretary the number of registered members in the group; the number in attendance at the AGM; the names and contact details of the office bearers of the group elected at the AGM, and the number of occasions the group has met during the previous year.
- f. The group nominates one of its members to represent it on Forum matters and provides details of the nomination process.

7.3.1 Community groups having Membership status of the Forum will be assigned to one of the following Community Areas:

- o East Belfast
- o South Belfast
- o North Down

7.3.2 Groups within a Community Area and having Membership of the Forum, shall select, agree upon and nominate persons from among the registered membership of the community groups to be Community Area representatives at the Forum.

East Belfast may nominate up to 3 area representatives.
South Belfast may nominate up to 2 area representatives.
North Down may nominate up to 2 area representatives.

7.4 Other Interests Other interests and their representation at the Forum are illustrated in Appendix 1, namely:

- o The business and economic community.
- o George Best Belfast City Airport.
- o Airlines having an established base at the airport.
- o General Consumer Council for Northern Ireland.
- o Belfast Harbour Commissioners.
- o Ports & Public Transport Division, DRD.
- o Department of the Environment.

8. Tenure

- 8.1 Chairman: The term of office of the Chairman shall be 4 years. A review of the tenure shall be held after 3 years. The Chairman shall be eligible for re-appointment.
- 8.2 Deputy Chairman: The initial term of office of the Deputy Chairman shall be 2 years. A review of the tenure shall be held after 1 year. The Deputy Chairman shall be eligible for re-appointment. Subsequently, the term of office of the Deputy Chairman shall be 4 years. A review of the tenure shall be held after 3 years. The Deputy Chairman shall be eligible for re-appointment.
- 8.3 Other representatives: No maximum term of office is suggested for those representing organisations in membership of the Forum. It is a matter for those organisations to appoint those to represent them.

9. The Functioning of the Forum

- 9.1 Substitutes Organisations in membership of, or having observer status at, the Forum Committee may, in the event of a nominated representative being unable to attend a meeting, provide a substitute representative to attend.
- Given the detailed technical work of the Sub Committees, substitutes will only be permitted to attend meetings of the Sub Committees if they are knowledgeable of the matters under discussion.
- 9.2 Technical advisers The Forum Committee and its Sub Committees may on occasions make use of technical and expert advisers. Such advisers will normally work closely with relevant sub committees of the Forum and may from time to time attend meetings of the Forum Committee.
- Where it is agreed that such advisers may attend meetings of the Forum Committee, they shall only have the right to speak in relation to the matter for which they have been invited to address.
- 9.3 Forum costs Where cost is liable to be incurred through the use of technical experts or advisers, prior approval must be obtained from GBBCA. The airport retains the right to withhold approval for expenditure which is considered to be of limited cost benefit.
- 9.4 Visitors Visitors and additional representatives will not normally be permitted to attend meetings of the Forum Committee but may attend meetings of the Sub Committees with the permission of the Chairman of the Sub Committee.
- 9.4.1 Visitors and additional representatives will only be permitted to attend meetings of the Forum Committee where:

- The matter under discussion has been previously discussed by a Sub Committee and the Sub Committee agrees that the visitor / additional representative will contribute some additional insight to discussions.
- No more than 2 visitors / additional representatives attend any meeting.
- Speaking rights for visitors / additional representatives will be limited to those matters for which they have been granted permission to attend.

A List of those organisations currently in Membership of the Forum is included in Appendix 1 of this Constitution.

9.5 Position Papers

On being granted membership of the Forum, each member organisation shall prepare a Position Paper outlining the policy and objectives of the organisation in relation to the Airport.

9.6 Code of Conduct

Discussions within the Forum Committee and Sub Committees shall be conducted in a constructive and dignified manner, and those conveying the business of the Forum Committee and Sub Committees to their organisations and the wider public shall reflect the broad nature of Forum business.

10. Voting

10.1 As the purpose of the Forum is for consultation and the exchange of views, voting on the matters discussed will not normally take place. Discussions will normally conclude with the Forum reaching a consensus view or recording differences of opinion.

10.2 Where a vote is taken, each Member representative shall have one vote. Observers, and those 'In Attendance' shall not be eligible to vote.

10.3 Where there is an election for the posts of Chairman or Deputy Chairman, it shall be by secret ballot. All other votes may be by secret ballot or 'show of hands', as agreed by those present and eligible to vote.

10.4 Motions will be carried by the majority of those present and eligible to vote.

11. Communication with Members

11.1 It shall be the responsibility of Member and Observer organisations to provide the Secretary with the name; mailing address; telephone number and where possible, e-mail address of nominated representatives and to inform the Secretary, at least 21 days prior to the next meeting, of all changes and amendments.

11.2 Members wishing to bring forward items for inclusion on the Agenda may do so by informing the Secretary in writing, at least 21 days prior to the meeting. The Chairman shall approve the Agenda.

- 11.3 Papers for meetings will be forwarded by post to the persons, and at the addresses, advised to the Secretary by member organisations. In the event of either a Member or Observer being replaced by a Substitute, it will be the responsibility of the Member or Observer to pass to the Substitute all papers relating to the meeting, as circulated by the Secretary.
- 11.4 The Agenda, Minutes and all relevant documents will be circulated by the Secretary to Members and Observers at least 10 days prior to a meeting.
- 11.5 It shall be the responsibility of the Secretary to circulate draft Minutes of meetings to Members as soon as is practical after the meeting.
- 11.6 It shall be the responsibility of the Members in attendance at meetings to communicate the discussions of the Forum to the bodies they represent, except where the Forum agrees that discussions are in confidence.
12. Minutes
- 12.1 Minutes of each meeting shall be recorded, and presented to members at the subsequent meeting for ratification as a full and accurate account of proceedings.
- 12.2 Minutes of meetings shall be circulated to each organisation and group in membership of the Forum.
- 12.3 It is the responsibility of each person in receipt of minutes to ensure the content of the minutes is communicated to the members of their organisation.
13. Officers of the Forum
- 13.1 **Chairman** The Forum shall be Chaired by an independent person, not being a member of any organisation represented at the Forum as a Member or Observer.
- 13.2 **Deputy Chairman** There may be a Deputy Chairman, being an independent person not in membership of any organisation represented at the Forum as a Member or Observer. The Deputy Chairman shall:
- (a) In the absence of the Chairman, Chair meetings of the Forum and represent the Forum as necessary.
 - (b) Carry out such other functions as the Forum may deem appropriate.
- 13.3 **Acting Chairman** In the event that both the Chairman and Deputy Chairman are unable to attend a meeting of the Forum, those present at the meeting may elect from among the Members and Observers present, an Acting Chairman who shall conduct the business of the meeting. The nominee attracting the higher or highest number of votes cast by those present and eligible to vote shall serve as Acting Chairman for only the duration of the meeting.
- 13.4 **Secretary** The Secretary and administrative support for the Forum will be provided by the Airport. The Secretary may appoint a Technical Advisor and any other competent persons to assist the Forum. Such persons shall be 'In Attendance' at meetings of the Forum.

A List of current Officers is included in Appendix 2 of this Constitution.

14. Appointment of Officers

- 14.1 In the event of the Chair or Deputy Chair of the Forum being vacant, the Secretary shall submit to the Forum Committee, the name(s) of an independent person or persons willing to undertake the role of Chairman or Deputy Chairman. The Forum Committee shall be invited to elect a Chairman or Deputy Chairman from those so nominated. [Appendix 3].
- 14.2 Notice of the election, together with the name(s) of those being submitted for election, shall be circulated to Members of the Forum Committee at least 21 days before the date of the meeting at which the election shall take place. In the event of this meeting having no Chairman, the Forum Committee shall elect an Acting Chairman for the sole purpose of conducting the election.
- 14.3 The nominee for post of Chairman securing the highest number of votes cast by those present and eligible to vote, shall be elected Chairman.

15. Quorum of Meetings

- 15.1 A quorum of the Forum Committee will be a minimum of 5 Members, other than Observers or those In Attendance.
- 15.2 Forum Sub Committees will determine an appropriate quorum for their sub committee.

16. Frequency of Meetings

The Forum Committee shall meet three times each year in February, June and November, or at other frequencies and intervals agreed by the Forum Committee.

17. Venue of Meetings

Unless otherwise agreed by members, George Best Belfast City Airport will provide adequate facilities for meetings of the Forum.

18. Public Communications

- 18.1 The public and press shall not be admitted to meetings of the Forum Committee or Sub Committees.
- 18.2 It shall be the responsibility of the Members in attendance at meetings to communicate the discussions of the Forum to the bodies they represent, except where the Forum agrees that discussions are in confidence. [See Paragraph 11.6 above].
- 18.3 From time to time the Forum Committee may choose to release a statement to the press. The content of such Press Releases shall reflect the consensus view of the Forum Committee.
- 18.4 The structure and activities of the Forum shall be communicated to the public through a Forum web page within the GBBCA website. The content of the webpage shall be agreed by the Forum Committee.

APPENDIX 1

The Forum Committee

Member Body	Member	Observer
Chairman	1	
Deputy Chairman	1	

Local Authorities		
Belfast City Council	2 elected members of the Council.	1 Environmental Officer 1 Economic Development Officer
North Down Borough Council	2 elected members of the Council.	1 Environmental Officer 1 Economic Development Officer

Community Area Representatives		
East Belfast Community Area	3	
South Belfast Community Area	2	
North Down Community Area	2	

Business / Economic Interests		
Organisations reflecting the interests of the business community.	3	

Aviation Interests		
George Best Belfast City Airport	1	
Bmi	1	
Flybe	1	
Ryanair	1	

Other Interests		
Belfast Harbour Commissioners	1	
General Consumer Council for NI	1	

Observers		
Department for Regional Development		Up to 2 Observers
Department of the Environment		Up to 2 Observers

Secretariat and Support	
Secretary (GBBCA)	1 Attendee
Technical Support (GBBCA)	1 or more Attendees as required

APPENDIX 2

Officers of the Forum

CHAIRMAN _____

DEPUTY CHAIRMAN _____

SECRETARY _____

The following will normally attend meetings of the Forum:

Technical Advisor Mr. Alan Young, Air Traffic Services Manager

Correspondence for the Forum should be addressed to either the Chairman or Secretary,

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c/o Belfast City Airport
Sydenham By Pass
Belfast BT3 9JH

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APPENDIX 3

ELECTION of CHAIRMAN and DEPUTY CHAIRMAN

In identifying a list of names from which Members of the Forum Committee may elect a Chairman or Deputy Chairman, the Secretary shall consider the following points. The persons nominated shall:

1. Be independent of those organisations in Membership of, or having Observer status at, the GBBCA Forum.
2. Have previous experience of Membership or Chairmanship of public bodies, and the ability to communicate successfully at all levels.
3. Have a broadly based interest in matters relating to the economic importance to Northern Ireland and environmental aspects of air transport.
4. Have a public profile within N. Ireland which attracts a high level of respect and support across the community.
5. Have given their consent to their names going forward for consideration by the Forum Committee.

In seeking names for consideration, the Secretary may consult with those individuals and organisations as seem appropriate. On the basis of this consultation, and the guidelines above, the Secretary shall submit a name or names to the Forum Committee.