

## Minutes of the meeting of the Edinburgh Airport Noise Review Panel (EANRP) on 26<sup>th</sup> January 2021

The meeting was held remotely via Microsoft Teams.

### Attendees

**Robert Carr**, EACC Chair and Joint Convener of EANRP, **Cllr Kevin Lang** as EACC EANRP representative and Joint Convener of EANRP, **Janice Hogarth** as Secretary to the EACC (and minute taker for the EANRP), **Lindsay Cole**, the Chair of EANAB and member of EACC, and **Ray Godfree, Pippa Plevin & Bruce Finlayson** as EANAB EANRP representatives. **Gordon Robertson** as EAL Representative.

It had been agreed that Robert would chair this meeting and Kevin the following one.

### **Approval of Draft Minutes of meeting on 12<sup>th</sup> January 2021 and matters arising**

The Minutes of the previous meeting of 12<sup>th</sup> January were approved together with the action points.

### **Circulation of agreed Introduction and final questions**

Bruce had raised a comment in relation to the links to a single reference to EANAB as it had been previously agreed that there would be a number of links in the relevant places. It was agreed to revert to the various links as agreed back in December.

Gordon added that he would circulate an updated mock-up of the final consultation document containing the introduction and final questions with the new graphics on the following day (**Action: Gordon Robertson to distribute a mock-up of the final consultation document including introduction and questions with links**)

### **Report back from EANAB**

Lindsay advised that the remit for the survey was now available on the website and the stakeholder list was now being vetted. Pippa would clean up the list and send the list to EANAB including just the organisations. Lindsay added that there had been a query from EANAB regarding the terms of reference of the EANRP and who would make any changes. Robert commented that the EANRP panel would only be making recommendations as a result of the survey. No further actions were required of EANRP members as such members.

### **Update on DPA/UK GDPR issues, Privacy Policy and insurance**

The terms of the Privacy Policy were agreed subject to the retention of information for two, not three years. Gordon would distribute a clean copy of this to EANRP (**Action : Gordon Robertson to distribute a clean copy of the Privacy Policy**)

Robert asked Gordon what the insurance would cover and Gordon offered the panel members an opportunity to speak to someone at EAL to explain the potential level of fines that would be applicable with any breach and explain the level of cover via legal fees etc. Gordon will send round the contact details at EAL and a list of the risk possibilities in a briefing.

The insurance would not be conditional on GDPR training but it was agreed that it would be better if all EANRP panel members undertook this.

**(Action : Gordon Robertson to send a briefing on the insurance cover and risk possibilities, contact details for EAL person for panel members to contact and also details re GDPR training. )**

#### **Update on response to pre-Christmas email**

An update on the responses and bounce backs had been received and followed up and amended or adjusted.

#### **Update on process map**

Gordon will forward the updated process map **(Action : Gordon Robertson to distribute the updated process map)**

#### **Update on electronic mock-up of Consultation Document/Survey including template google form trial and design**

There was discussion on the merits/limitations of Google forms v Survey monkey as the form of distribution of the survey and the option of migrating the existing work carried out by Pippa from google to Survey monkey if required.

There was a need for EAL to support whichever channel was decided on as there was a need to protect the information gathered.

Pippa explained the functionality of Google forms and the analysis but it was agreed that there was a need to be able to identify responses that would need follow ups. Janice advised the panel that ICCAN had recently used google for their consultation which included e mail contact details and names on the form.

Gordon said he would contact ICCAN to ask them about their use of Google and if they were aware of any potential problems **(Action : Gordon Robertson to contact ICCAN re use of google forms for their consultations and advise the EANRP panel members.)**

Anna would compare google and survey monkey and advise the panel to enable them to choose the final channel of distribution **(Action : Gordon Robertson to ask Anna Light to advise EANRP on benefits/problems of Google forms v Survey Monkey.)**

Thanks were recorded to Pippa for all her work on the google survey trial to date.

It was agreed that the results of the consultation would be kept for two years.

#### **Stakeholder list Update**

It was agreed that the survey would no longer be gathering postcodes. EANAB members had been contacted for their consent to receive the survey and there were 2 outstanding members who had not responded to being receiving the survey and 1 not wanting to receive it. It was agreed that these three would not have the survey sent to them. Pippa would notify Gordon if the position changed. **(Action : Gordon Robertson to match EANAB list to stakeholders list)**

### **Update of contact with other noise boards**

There was no update as no further information had been received

### **Other publications and consultations – John Stewart Paper “Think Local, Act Local”, Night Flight consultation**

Robert highlighted the recent paper that had been produced by John Stewart

### **Actions concurrent and subsequent to dispatch of Consultation Document/Survey**

The next stage for EANRP to consider after the consultation document had been dispatched, would be the questions that would need to be created to ask EAL. Bruce undertook to produce a primary draft for discussion and input by other EANRP members.

There would also need to be another set of questions created for EANAB members and again a process would need to be decided which would allow the option of interviewing individual members, whole group or groups of individuals. These would possibly be carried out by Robert Carr or Kevin Lang and this option would be offered to EANAB. These options would be considered at the next EANRP meeting. ( **Action: Bruce Finlayson to produce first draft of questions for EAL for next meeting**)

### **AOCB**

There might be a need for a meeting before the consultation paper/survey was sent out.