



## Local Community Forum

### TERMS OF REFERENCE

#### **Purpose of the Heathrow Airport Local Community Forum (LCF)**

- Provide a shared space for Heathrow Airport and its neighbouring communities.
- Identify community members issues and concerns.
- Facilitate a positive dialogue between Heathrow Airport and its neighbouring communities to build relationships and trust, and to enable Heathrow Airport to continue to be a better neighbour.
- Update members on Heathrow's current operations and future plans.
- Provide an opportunity for members to give feedback to Heathrow's Senior Leadership Team.
- Provide a member of the group, the Independent Chair of the Forum, to represent them at the Council for the Independent Scrutiny of Heathrow Airport (CISHA) and other relevant forums.

#### **Membership**

- The forum will have an independent Chair and the secretariat will be provided by Heathrow Airport.
- The LCF membership is made up of nominated representatives from community groups, and organisations within the Giving Back Programme boundary, along with local ward councillors and/or nominated council representatives from the seven local boroughs neighbouring the airport.
- Members must be a nominated representative of a community group/organisation or local authorities and provide written Terms of Reference of that group/organisation. There will be one representative per organisation.
- Each community group or local authority may nominate one member to attend forum meetings. Members may nominate a deputy to attend if they are unable to do so. In addition, at the discretion of the Chair and subject to the overall numbers attending, members may bring an additional colleague to attend forum meetings to provide support or expertise.
- The Forum will actively seek new members to ensure representation from all neighbouring communities.

#### **Role of Forum Members**

- Represent the views of the community group/organisation or local authority that they represent, have established mechanisms to gather those views, and present them in a balanced way.
- Follow up on agreed actions from Forum meetings, disseminate meeting updates and outcomes back to the community group/organisation or local authority, they represent.
- Members are expected to attend all meetings, where that is not possible, they should instruct a deputy.
- Members will be expected to propose agenda items ahead of Forum meetings.
- Respect the legal framework within which Heathrow Airport operates.
- Recognise there is a balance to be struck between the environmental and other rights of the communities affected by Heathrow's operations, and the commercial and safety imperatives of the airport and its customers.
- Comply with the Code of Conduct.
  1. Forum members must respect the viewpoints of others even when these may differ from their own. Any discriminatory language or behaviour will not be tolerated.
  2. Respect the diversity of other Forum members backgrounds.
  3. Listen and behave courteously to one another at all times.
  4. Act, at all times, with honesty, integrity and transparency.
  5. Any member making personal, defamatory or profane remarks or who engages in any conduct which disrupts or disturbs the peaceful conduct of the meeting will be asked to leave by the Forum Chair and may not be permitted to attend any future meetings with immediate effect (either for a specified period of time or indefinitely, as appropriate to the conduct in question – as decided at the discretion of the Forum Chair).

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#### Forum Agenda

- The agenda for each meeting will be set by the Independent Chair, having sought input and proposals from members and Heathrow Airport.
- Receive feedback from and discuss Forum members' issues and concerns from their community organisations/groups and local authorities and/or other key stakeholder. Receive an update from Heathrow on airport related matters that may impact on the local communities. These include:
  1. Community Engagement and Investment
  2. Sustainability and local environment
  3. Surface access
  4. Airport operations
  5. Heathrow Expansion proposals
  6. Any other relevant topics
  7. AOB subject to the agreement of the Chair.

#### Meetings

- The LCF will meet on a bi-monthly basis.
  - Meetings are scheduled to take place in person, alternating between Heathrow and community venues to promote inclusivity and engagement. Remote access via MS Teams (or a suitable alternative) will be provided where feasible, particularly at community venues, and can be made available upon request.
  - Review of actions and approval from previous meetings
  - The agenda, presentations and other relevant information will be circulated at least five working days before the meeting (hard copy/paper copies will also be available at meetings).
  - Where possible, forum minutes will normally be made available two weeks after each meeting.
  - When requested by the Forum Chair, members will agree to not share documents outside the Forum.
  - Guest speakers may be invited to present to the LCF with the agreement of the Chair.
  - The Chair may call additional meetings at their initiative or at the request of two members of the Forum.
  - Up to ten observers will be allowed to attend LCF meetings, subject to agreement with the Chair. Observers may attend but not ask questions at the meeting unless at the discretion of the Chair.
  - There are no specified rules for voting.

#### Outputs

- The Independent Chair and secretariat will produce an annual report of the forum to be included in the CISHA annual report, setting out its objectives and activities during the course of the year, and providing a forward view on future events.
- Terms of Reference will be reviewed annually by the Forum and may be amended after consultation and agreement by members of the Forum.