

## **Local Focus Forum - Terms of reference**

### **1. Role of the Local Focus Forum (LFF):**

- For Heathrow Airport Limited (HAL) to ensure members are kept up to date on important matters concerning Heathrow's current operations and future plans;
- Be a means by which Heathrow's neighbouring communities affected by the airport's operations provide feedback to the airport's management;
- For members to improve HAL's understanding of the key concerns of communities living around Heathrow and use these to influence actions that HAL is taking to minimise its impacts locally.
- For members to propose recommendations on how HAL should communicate and engage with neighbouring communities.
- To jointly agree and distribute funds from the Neighbouring Villages Fund
- To provide a member of the group to represent them at the Heathrow Community Engagement Board.

### **Principles**

All Members are expected to:

- Respect the views of other Forum members and behave courteously towards each other and the Chair;
- To be representative of their organisation by considering the wider views of the stakeholder group that they represent, establish mechanisms to gather those views where necessary, and present them in a balanced way;
- To disseminate responses and outcomes of meetings back to their communities;
- At all times act with honesty, integrity and transparency.

### **Membership**

- The Chair and secretariat are provided by Heathrow.
- The LFF membership is made up of resident association representatives and ward councillors from the villages in closest proximity to Heathrow within the boroughs of Spelthorne, Slough, South Bucks, Hounslow and Hillingdon.
- Membership should not be limited to those already attending the forum
- When existing members stand down from the LFF, new applicants may be appointed if they are publicly elected local representatives, or may be nominated by a residents association not currently represented on the Forum.
- Members of the LFF will be elected councillors or appointed representatives of the immediate local community
- Each resident organisation is allowed a maximum of two representatives to attend the LFF.

### **Meeting arrangements**

- The LFF will meet six times annually at the Compass Centre (unless otherwise stated. Extraordinary meetings may be held if necessary.
- Members are expected to attend all the meetings. A substitution will be allowed if one of the representatives is unable to attend.
- LFF members will have the opportunity to propose items for inclusion on agendas.
- Guest speakers will be invited to attend the LFF from time-to-time.

- The agenda and papers will be circulated at least five working days before the meeting.
- The minutes of the full meetings will be made available two weeks after each meeting. Presentations will be made immediately afterwards on the website where they are not circulated in advance.
- The agreed minutes of the meetings and presentations will be made available on the Heathrow website at <https://www.heathrow.com/company/community-and-environment/community/local-focus-forum>
- LFF meetings are not open to members of the public.

## **Topics**

The LFF will be kept informed on HAL's latest work and position on airport-related matters that impact on the local communities or would be of interest to members. These include:

- Sustainability;
- Surface access/public transport;
- Aircraft operations/night flights;
- Community engagement and investment
- Proposed expansion of Heathrow
- Other relevant topics.

An individual meeting will not aim to cover each of these topics but will focus on specific issues agreed by members.

## **Outputs**

- LFF members and HAL will co-draft a report at the end of each calendar year setting out the work and priorities of the LFF for the previous year and progress that has been made towards these.
- The report will be agreed by members and will be made available on the website.

## **Amendments to the Terms of Reference**

The Terms of Reference may be amended after consultation and agreement by a majority of members of the Forum.

**July 2018**