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.
- Members of Heathrow's Local Liaison Groups (LLG) to provide an update from working group meetings and progress reports on any work streams.
- 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/ organisations located in Heathrow's neighbouring communities in the boroughs of Hillingdon, Hounslow, Slough, South Bucks and Spelthorne.
- Members must be a nominated representative of a community group/organisation and provide written Terms of Reference of that group/organisation. There will be one representative per organisation.
- Members can nominate a deputy where they cannot attend.
- The Forum will actively seek new members to ensure representation from all neighbouring communities.

Role of Forum Members
- Represent the views of the group/organisation 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 group/ organisation they represent.
- Members are expected to attend all meetings, where that is not possible, they should instruct a deputy.
- LCF 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.
- Agree to the following code of conduct.
  1. Forum members should 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 Forum members backgrounds.
  3. Listen and behave courteously to each other.
  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.
  6. New Forum members will be offered a short induction session before attending a meeting.

Forum Agenda
- Items for discussion will be a shared agenda between the Forum community members and Heathrow Airport staff.
- Receive feedback from and discuss Forum members issues and concerns from their community organisations/groups
- Receive an update on Heathrow's latest work and position 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

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     5.   Heathrow Expansion proposals
     6.   Any other relevant topics
- AOB subject to the agreement of the Chair.

Meetings
- The LCF will meet on a bi-monthly monthly basis.
- Meetings will aim to alternate between community locations and Heathrow Airport Compass Centre.
- Meetings will alternate between afternoon meetings at 4.00 pm and early evening meetings at 6.00 pm.
- Review of actions from previous meetings
- Approval of minutes of 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).
- 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.
- Forum members will be responsible for reporting back to their group/organisation .
- There are no specified rules for voting.
- Guest speakers may be invited to present to the LCF with the agreement of the Forum Chair.
- The Chair may call additional meetings at their initiative or at the request of two members of the Forum.

Outputs
- An annual report will be co-drafted between LCF members and Heathrow Airport staff, incorporating the work of the LLG groups, and the priorities of its members and measure the progress that has been made towards these.
- Report will be agreed by members and made available on the Heathrow Airport website and the Council for the Independent Scrutiny of Heathrow Airport (CISHA).

Amendments to the Terms of Reference
- Terms of Reference will be reviewed annually by the Forum and may be amended after consultation and agreement by members of the Forum.

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Heathrow