

ITEM 3: SASIG FINANCE & MEMBERSHIP SERVICES REPORT – TO DATE & FUTURE OUTLOOK

Recommendations

- A That SASIG pursue the targeted programme of recruiting new Authorities into SASIG membership.
- B That SASIG pursue European funding in order to relieve pressure on the Local Authority membership as the sole income source; secure funding over a longer term than the current annual basis; and provide the group with a clear work programme for the medium- to long- term. This would be on the basis that the SASIG office leads on bid preparation and submission, with support from the SASIG membership.

SASIG Account – 2012/13 to date & 2013/14 outlook

- 1 Income from all invoices raised for 2012/13 membership subscriptions has been received. Thank you to all Authorities for assisting with these payments.
- 2 Tables 1 & 2 at **Annex A** (pg.25 & pg.27) provide updated commentary on the situation presented last October, in which there is potentially insufficient income for the group to operate for the full course of 2013/14. Tables 3 & 4 at **Annex A** (pg.29 & pg.31) provide commentary on the 2013/14 outlook.
- 3 The projected out-turn for 2012/13 being a positive sum (£9,246.97) is mainly the result of staff turnover yielding an under spend on the salary budget. Periods when the SASIG office team is understaffed incur unavoidable downtime and reduction in productivity. Alongside this factor, the routine approach of tightly managing expenditure to make savings where possible has continued to be applied, contributing to the projected positive out-turn sum.
- 4 To address this predicted shortfall in income for 2013/14 a focussed strategy of recruiting new member Authorities is being implemented.

Membership

- 5 A targeted approach is being recommended for attracting new Authorities in to SASIG membership, based on – in order of priority:
 - Authorities neighbouring those Councils represented by the SASIG Chairman and Vice-Chairmen;
 - Authorities that have most recently been in membership but are no longer; and
 - Authorities that fill gaps in terms of geographic coverage, namely the North East, the North West, and the South West.
- 6 The existing subscription charging schedule is to be retained in order to facilitate the introduction of new member Authorities.
- 7 **Annex B** (pg.33) sets out target Authorities, their local airports(s) and the appropriate subscription category, in support of recruiting new Authorities into SASIG membership.

- 8 The existing membership is requested to assist with the recruitment of new member Authorities by approaching colleagues in neighbouring Councils, promoting the group and liaising with the SASIG office. Word of mouth recommendation is a powerful opportunity for the group to spread awareness of SASIG's value.

SASIG Membership survey

- 9 The SASIG Membership kindly took part in a survey circulated by the SASIG office seeking feedback on the information gathering and provision services provided by the SASIG office team – the SASIG Bulletin & SASIG website; and the forthcoming SASIG work programme, as set out in the Chairman's letter of December 2012 (at **Annex C**, pg.39). Thanks go to all those who kindly responded to the survey.
- 10 The results are supplied in full at **Annex D**, pg.43, and summarised below.
- All sections of the SASIG Bulletin are considered to be useful, with the 'Regional', 'Industry' and 'Government' news sections being the most useful.
 - The Bulletins could be improved by grouping items - for instance, those relating to the Airports Commission, and by ensuring that weblinks work directly to avoid the need to paste links into a web browser. Other respondents were happy with the format and content, but urged that the supply of Bulletins continue. One respondent was very confident that comprehensive coverage of the important news and issues was being provided.
 - There was a clear preference for receipt of information as email attachments as opposed to via the website, with 'both email and website' being the second most favoured means of receipt.
 - Of those respondents who had used the SASIG website, all sections were found to be useful.
 - No additional changes were suggested for the SASIG website.
 - Users of the SASIG website:
 - visit the site, in the main, less than once a month;
 - are prompted to do so in order to acquire/search for information and/or documents - particularly regarding current issues and information that would have been missed elsewhere;
 - find the site an easier source of information than hunting back through emails;
 - and find the log-in to the membership area of the site adequately manageable.
 - Congratulations and thanks were received for having kept the whole group so involved in the Policy Framework; and positive feedback was received regarding the workshops having been very helpful in raising awareness.
 - Regarding the work programme set out in the Chairman's December letter, keeping up the profile of SASIG and the interests of those who represent communities around airports was urged. One respondent expressed a particular interest in Heathrow and airports in the south of England. Another highlighted the need to prioritise dissemination of as much information as possible about Sir Howard Davies' Airports Commission.

Bidding for European funding

- 11 The nature of SASIG's work in areas that could attract European funding has been under consideration. This has been on the basis of there being an opportunity for SASIG to secure a reliable funding stream over a longer timeframe than the current annual income from member Authorities.
- 12 Advantages of this approach are expected to be:
 - reduced pressure on the Local Authority membership as the sole source of funding; and
 - longer-term funding giving a more robust footing for the group; and
 - clarity around a broader work programme over 3-5 years.
- 13 The selling points for SASIG with regard to attracting European funding are:
 - the group's longevity and track record to date;
 - the high quality of the group's work;
 - the group's coverage/spread/representativeness; and
 - the group's topic area of aviation fits a number of interest areas on the European agenda, e.g. business development, environmental protection, quality of life, community engagement, growth, prosperity, residents' engagement, etc.
- 14 The following good practice advice, hints and tips are made on the basis of successful bids:
 - include in any bid an element of funding to provide the resource required to deliver the project;
 - seek funding for work that the group wishes to do irrespective of the European funding opportunity;
 - do not distort the organisation for the sake of pursuing funding;
 - if match-funding is required, this can be in the form of officer support time (not 'in kind'); and
 - domestic funding can be used as match funding.
- 15 In terms of timeframe, it can take around 6 months to put a bid together and submit it, and around 6-9 months for a decision regarding funding or not, meaning that a project may start around 12 months after bid submission. Bidders are at the mercy of the timing of any call for proposals.
- 16 It is recognised that there is no guarantee of success in attracting European funding, and that time and staff resource is required to produce and submit bids.
- 17 The degree of compatibility between SASIG's work and that which attracts European funding suggests it is worth attempting to give the group a more robust financial footing by securing funding over a longer term than has been the case to date on an annual basis, relieving pressure on the Local Authority membership.

Airport Regions Conference (ARC)

- 18 The Airport Regions Conference (ARC) (www.airportregions.org/) is an association of regional and local authorities across Europe with an international airport situated within or near their territory.
- 19 SASIG has in the past been an Associate Member of ARC, giving the group full access to the ARC website – i.e. the secured area available to the membership only; opportunity to participate in working groups and projects; representation from ARC in to European activities, consultation responses, etc.; opportunities to collaborate on project bids for European funding; and invitation to buy places at the biannual conference.
- 20 The pattern of UK membership in ARC has reduced to its current status of just one Authority – the London Borough of Hounslow.
- 21 A review of SASIG's mode of operation and work programme has been undertaken, from which it is suggested that the group reconsider the value of ARC membership, taking account of the following factors:
- Whether or not development of an information-sharing relationship with ARC is sufficient?
 - Whether or not ARC membership would increase the likelihood of successful bidding for European funding?
 - How SASIG would finance full involvement in ARC? (approx. £3,000 annual fee; travel & accommodation; staff time).

Parliamentary affairs briefing service

- 22 The SASIG office has built up a productive working relationship with DeHavilland Information Services Ltd. over the course of a number of years. DeHavilland is the source of tailored Parliamentary and Government information for the group. SASIG's contract with DeHavilland expires on 31 March 2013.
- 23 As this is the group's second largest expenditure, after staff salaries, it is kept under close review, and a recent trial of a competitor service – Dods - was undertaken last year. From this, a competitive offer from Dods for provision of public affairs information has been received.
- 24 Dods has offered a '2 years for the price of 1' deal, matching DeHavilland's annual fee of £6,200. Year 3 of this deal would also be held at £6,200. Flexible payment terms have been offered – e.g. payments can be quarterly, or, the first year can be free with payment being made in the second year. Alternatively, a '3 months free' deal has been offered, i.e. buy 12 months receive service for 15 months, again at the annual rate of £6,200. These offers expire at the end of March 2013.
- 25 The trial comparing the DeHavilland service with Dods' indicated that we receive a good service from DeHavilland. We also have the benefit of having developed a productive working relationship over a number of years.

- 26 These factors, and the absence of a financial basis from which to take on a contract in excess of one year, lead to the conclusion that SASIG should renew its contract with DeHavilland.

Analysis of SASIG office team activity (January 2013)

- 27 An analysis of the work undertaken by the SASIG office team has been carried out and yielded a range of questions highlighting areas for further development.
- 28 The analysis was challenged to test the influence of, and support for, SASIG's unique selling point (USP) - information and representation for Local Authorities targeted at influencing Government aviation policy.
- 29 Time spent on each type of activity is split according to the following breakdown (rounded):

Type of activity	Time spent (%)
Representation & influencing	60
Information gathering	22
Strategic direction	6
SASIG management (budget & serving existing membership)	4
Information provision	2
Networking (membership & external)	2
Decision-making (Board & SASIG mtgs)	2
Marketing/membership recruitment	2
TOTAL %	100

- 30 The questions raised from challenge of this activity analysis are set out at **Annex E** (pg.47).
- 31 Overall, it was determined that the SASIG office already operates very efficiently.

Conclusions

- 32 The challenge of the economic pressures being applied needs to be considered in light of this being a vitally important time for SASIG to continue its work.
- 33 The review of SASIG's work programme, processes and priorities will be applied to support the effectiveness of the group, and maintain appropriate service provision according to the resources available in order to meet the group's needs.

Contact Officer: Anna Mahoney, SASIG Director
Tel.: (020) 8541 9459 / 07968 832687
Date: 25 February 2013

Email: sasig@surreycc.gov.uk
Web: www.sasig.org.uk

SASIG Account – 2012/13 to date & 2013/14 outlook

Table 1:-

2012/13 Membership Subscriptions –

Invoices Raised (03/08/12) & Income Received (as at 22/02/13)

Customer number	Customer	Invoice number	Invoice amount (£)	Income received (£)
603558	Broadland DC	9500041296	790	790
602044	Canterbury City Council	9500041297	790	790
607139	Cheshire East Council	9500041298	1,580	1,580
602596	Cornwall Council	9500041299	1,000	1,000
601253	Crawley BC	9500041300	1,580	1,580
603560	Doncaster MBC	9500041301	1,580	1,580
603561	East Herts DC	9500041302	1,580	1,580
602018	Essex County Council	9500041303	4,740	4,740
601676	Hampshire County Council	9500041304	1,580	1,580
601855	Hertfordshire County Council	9500041305	4,740	4,740
601860	LB Hillingdon	9500041306	3,160	3,160
601783	LB Hounslow	9500041307	3,160	3,160
602047	Luton BC	9500041308	3,160	3,160
600225	Mole Valley DC	9500041309	1,580	1,580
600226	Reigate & Banstead DC	9500041310	1,580	1,580
601785	LB Richmond upon Thames	9500041311	3,160	3,160
601810	Slough BC	9500041312	3,160	3,160
603575	Southend on Sea BC	9500041313	1,580	1,580
600228	Spelthorne BC	9500041314	1,580	1,580
600230	Tandridge DC	9500041315	1,580	1,580
603569	Thanet DC	9500041316	790	790
603570	Uttlesford DC	9500041317	1,580	1,580
603662	West Mids Joint Committee	9500041295	4,740	4,740
601814	RB Windsor & Maidenhead	9500041318	3,160	3,160
601815	Wokingham BC	9500041319	1,580	1,580
TOTAL			55,510	55,510

NB

Buckinghamshire County Council - invoice not yet processed (£4,740).

Surrey County Council – subscription will be processed in March 2013 (£4,740).

Table 2:-

SASIG Account – 2012/13 agreed budget and projected out-turn

INCOME	Agreed budget	Projected out-turn
Membership subscriptions	72,100	* 60,250
Aviation Community Taskforce (ACT)	0	1,600
Balance held (as at 31.03.2012)	34,376	34,376
TOTAL INCOME	106,476	96,226

EXPENDITURE		
Staff Salaries		
Director - full-time	53,000	52,259.04
Policy Officer - part-time (2.5 days)	14,000	5,855.38
Information Officer - full-time	21,000	18,690.95
Sub-total	88,000	76,805.37
Supplies & Publicity		
DeHavilland System	6,300	6,300.00
Meeting Rooms	2,500	2,258.60
Printing/Publicity/Publications	2,000	230.04
Telephones	300	145.74
Hospitality	200	55.40
Stationery & Equipment	200	0.00
Sub-total	11,500	8,989.78
Conferences & Training	2,000	692.59
Travel	2,000	491.10
TOTAL EXPENDITURE	103,500	86,978.84

Balance held	2,976	9,246.97
---------------------	--------------	-----------------

- * Does not include subscription from Buckinghamshire County Council not yet processed (£4,740).
Does include subscription from Surrey County Council (£4,740) which will be processed in March 2013.

Table 3:-
SASIG Account – 2013/14 Outlook (as at 22/02/13)

	12 months (3 staff)	6 months (3 staff)	6 months (2 staff)
INCOME			
Membership subscriptions	64,990	32,495	32,495
Balance held (as at 31.03.2013)	9,246.97	9,246.97	9,246.97
TOTAL INCOME	74,237	41,742	41,742
EXPENDITURE			
Staff Salaries			
Director – full-time	53,000	26,500	26,500
Policy Officer - full-time	28,000	14,000	0
Information Officer - full-time	21,000	10,500	10,500
Sub-total	102,000	51,000	37,000
Supplies & Publicity			
DeHavilland	6,300	6,300	6,300
Meeting Rooms	2,500	1,250	1,250
Printing/Publicity/Publications	750	375	375
Telephones	300	150	150
Hospitality	100	50	50
Stationery & Equipment	100	50	50
Sub-total	10,050	8,175	8,175
Conferences & Training	2,000	1,000	1,000
Travel	2,000	1,000	1,000
TOTAL EXPENDITURE	116,050	61,175	47,175
Balance held (as at 31.03.2014)	-41,813	-19,433	-5,433

Table 4:-

2013/14 Projected Membership Subscriptions

Customer no.	Customer	Invoice amount (£)
603558	Broadland DC	790
600353	Buckinghamshire County Council	4,740
602044	Canterbury City Council	790
607139	Cheshire East Council	1,580
602596	Cornwall Council	1,000
601253	Crawley BC	1,580
603560	Doncaster MBC	1,580
603561	East Herts DC	1,580
602018	Essex County Council	4,740
601676	Hampshire County Council	1,580
601855	Hertfordshire County Council	4,740
601860	LB H illingdon	3,160
601783	LB H ounslow	3,160
602047	Luton BC	3,160
600225	Mole Valley DC	1,580
600226	Reigate & Banstead DC	1,580
601785	LB R ichmond upon Thames	3,160
601810	Slough BC	3,160
603575	Southend on Sea BC	1,580
600228	Spelthorne BC	1,580
N/A	Surrey County Council	4,740
600230	Tandridge DC	1,580
603569	Thanet DC	790
603570	Uttlesford DC	1,580
603662	West Mids Joint Committee	4,740
601814	RB W indsor & Maidenhead	3,160
601815	Wokingham BC	1,580
		64,990

Targeted lists for recruitment of new SASIG Authorities

Text indicates Authorities that have been in SASIG membership recently (1-2 years).

Manchester Airport & Liverpool John Lennon Airport

Local Authority	Subscription type	Subscription rate (£)
Cheshire West & Chester	Unitary around regional airport	1,580
Halton Borough	Unitary around regional airport	1,580
Warrington Borough	Unitary around regional airport	1,580

Manchester Airport & Blackpool Airport

Local Authority	Subscription type	Subscription rate (£)
Lancashire	County around regional airport	1,580
Blackburn Borough	Unitary around regional airport	1,580
Blackpool Borough	Unitary around regional airport	1,580
Burnley Borough	District around regional airport	790
Chorley Borough	District around regional airport	790
Fylde Borough	District around regional airport	790
Hyndburn Borough	District around regional airport	790
Lancaster City	District around regional airport	790
Pendle Borough	District around regional airport	790
Preston Borough	District around regional airport	790
Ribble Valley Borough	District around regional airport	790
Rosendale District	District around regional airport	790
South Ribble Borough	District around regional airport	790
West Lancashire District	District around regional airport	790
Wyre Borough	District around regional airport	790

Manchester Airport

Local Authority	Subscription type	Subscription rate (£)
Bolton Metropolitan Borough	District around regional airport	790
Bury Metropolitan Borough	District around regional airport	790
Manchester City	District around regional airport	790
Oldham Metropolitan Borough	District around regional airport	790
Rochdale Metropolitan Borough	District around regional airport	790
Salford City	District around regional airport	790
Stockport Metropolitan Borough	District around regional airport	790
Tameside Metropolitan Borough	District around regional airport	790
Trafford Metropolitan Borough	District around regional airport	790
Wigan Metropolitan Borough	District around regional airport	790

Liverpool John Lennon Airport

Local Authority	Subscription type	Subscription rate (£)
Knowsley Metropolitan Borough	District around regional airport	790
Liverpool City	District around regional airport	790
St Helens Metropolitan Borough	District around regional airport	790
Sefton Metropolitan Borough	District around regional airport	790
Wirral Metropolitan Borough	District around regional airport	790

Durham Tees Valley Airport & Leeds Bradford Airport

Local Authority	Subscription type	Subscription rate (£)
North Yorkshire	County around regional airport	1,580
Hambleton District	District around regional airport	790
Harrogate Borough	District around regional airport	790
Rochdale Metropolitan Borough	District around regional airport	790
Richmondshire District	District around regional airport	790
Ryedale District	District around regional airport	790
Scarborough Borough	District around regional airport	790
Selby District	District around regional airport	790

Durham Tees Valley Airport

Local Authority	Subscription type	Subscription rate (£)
North Yorkshire	County around regional airport	1,580
County Durham	Unitary around regional airport	1,580
Darlington Borough	Unitary around regional airport	1,580
Hartlepool Borough	Unitary around regional airport	1,580
Middlesbrough Borough	Unitary around regional airport	1,580
Redcar & Cleveland Borough	Unitary around regional airport	1,580
Stockton-on-Tees	Unitary around regional airport	1,580

Newcastle Airport

Local Authority	Subscription type	Subscription rate (£)
York City	Unitary around regional airport	1,580
Northumberland	Unitary around regional airport	1,580
Gateshead Metropolitan Borough	District around regional airport	1,580
Newcastle City	District around regional airport	1,580
North Tyneside Metropolitan Borough	District around regional airport	1,580
South Tyneside Metropolitan Borough	District around regional airport	1,580
Sunderland City	District around regional airport	1,580
Craven District	District around regional airport	1,580

Nottingham East Midlands Airport

Local Authority	Subscription type	Subscription rate (£)
Leicestershire	County around regional airport	1,580
Nottinghamshire	County around regional airport	1,580
Derbyshire	County around regional airport	1,580
North West Leicestershire	District around regional airport	1,580

Birmingham Airport

Local Authority	Subscription type	Subscription rate (£)
Warwickshire	County around regional airport	1,580
North Warwickshire Borough	District around regional airport	1,580
Nuneaton & Bedworth Borough	District around regional airport	1,580

Humberside Airport

Local Authority	Subscription type	Subscription rate (£)
Lincolnshire	County around regional airport	1,580
North Lincolnshire	Unitary around regional airport	1,580
North East Lincolnshire	Unitary around regional airport	1,580
West Lindsey District	District around regional airport	1,580

Robin Hood Doncaster Sheffield

Local Authority	Subscription type	Subscription rate (£)
South Yorkshire	County around regional airport	1,580
Nottinghamshire	County around regional airport	1,580
North Lincolnshire	Unitary around regional airport	1,580
Bassetlaw District	District around regional airport	1,580

Humberside Airport & Robin Hood Doncaster Sheffield

Local Authority	Subscription type	Subscription rate (£)
North Lincolnshire	Unitary around regional airport	1,580

Norwich Airport

Local Authority	Subscription type	Subscription rate (£)
Norfolk	County around regional airport	1,580
Suffolk	County around regional airport	1,580
Norwich City	District around regional airport	1,580

Stansted Airport

Local Authority	Subscription type	Subscription rate (£)
Harlow District	District around regional airport	1,580
Epping Forest District	District around regional airport	1,580

Southend Airport

Local Authority	Subscription type	Subscription rate (£)
Rochford District	District around regional airport	1,580
Castle Point District	District around regional airport	1,580

London City Airport

Local Authority	Subscription type	Subscription rate (£)
Newham LB	Unitary close to London airport	3,160
Tower Hamlets LB	Unitary around London airport	1,580
Barking & Dagenham LB	Unitary around London airport	1,580
Greenwich LB	Unitary around London airport	1,580

Manston Airport

Local Authority	Subscription type	Subscription rate (£)
Dover District	District around regional airport	1,580

Lydd (London Ashford) Airport

Local Authority	Subscription type	Subscription rate (£)
Shepway District	District around regional airport	1,580

Southampton Airport

Local Authority	Subscription type	Subscription rate (£)
Southampton	Unitary around regional airport	1,580
Eastleigh Borough	District around regional airport	1,580
Fareham Borough	District around regional airport	1,580
New Forest District	District around regional airport	1,580

Bournemouth Airport

Local Authority	Subscription type	Subscription rate (£)
Christchurch	District around regional airport	1,580
Bournemouth	Unitary around regional airport	1,580
Poole	Unitary around regional airport	1,580
East Dorset	District around regional airport	1,580

Exeter Airport

Local Authority	Subscription type	Subscription rate (£)
Exeter City	District around regional airport	1,580
East Devon District	District around regional airport	1,580
Mid Devon District	District around regional airport	1,580
Teignbridge District	District around regional airport	1,580



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

Bristol Airport

Local Authority	Subscription type	Subscription rate (£)
North Somerset	Unitary around regional airport	1,580
Bath & North East Somerset	Unitary around regional airport	1,580
Bristol City	Unitary around regional airport	1,580

Cardiff Airport

Local Authority	Subscription type	Subscription rate (£)
Vale of Glamorgan	Unitary around regional airport	1,580
Cardiff City & County	Unitary around regional airport	1,580

Chairman's letter to SASIG membership, 17 December 2012

Dear colleagues,

2012 SASIG membership update

As we approach the end of 2012, this is a time to reflect on our achievements over the year, along with the challenges experienced. This is also a time to look ahead – and in the aviation policy arena the next few years are set to be full and fascinating. I would like to express my thanks for your ongoing input to and support for SASIG - long may this relationship continue.

Helicopter operations

The increasing importance of this issue for the membership was recognised at the February 2012 SASIG meeting, when the Civil Aviation Authority and the London Heliport Consultative Group presented an overview of regulatory, operational and community engagement aspects.

Environmental regulation

SASIG was represented at the Civil Aviation Authority's (CAA) March 2012 stakeholder event to discuss the regulator's environmental role. In May 2012, SASIG responded to the CAA's consultation on this matter, commending the CAA on its in-house expertise, and setting out the achievements needed were the CAA to have an effective environmental role. This work continues through provisions set out in the Civil Aviation Bill that will come into force by 2013.

National aviation policy review

In June 2012, SASIG hosted the Aviation Minister, Theresa Villiers, at the group AGM – a valuable opportunity to hear directly from the Minister and discuss the awaited 'Draft Aviation Policy Framework' consultation. July 2012 saw publication of that consultation, to which a full group response was submitted in October 2012. The provision of case studies from across the membership greatly enhanced the policy goals being called for by the group to assist the Government produce their strategy and objectives for developing UK aviation. These goals ranged across: economic benefits of the aviation sector, liberalisation of air services, environmental regulation, noise management and reduction, policy thresholds, and the planning system.

This year's AGM also began my fifth and final year as SASIG Chairman, ably supported by a long-standing Vice Chairman and two new Vice Chairmen – thank you to all three of them.

Department for Transport (DfT) engagement event

SASIG was instrumental in securing an engagement event with the Department during the policy consultation - an opportunity for the membership to alert the recently appointed Head of UK Aviation Policy Development, Phil Graham, to matters deriving from the policy consultation.

Airports Commission

The Aviation Policy Framework (APF) that will be adopted in March 2013 will inform the work of the Airports Commission charged with examining how to maintain the UK's status as a leading global aviation hub. The APF is thus the guiding policy document, to which SASIG provided the coordinated voice for Local Authorities.

SASIG attended the Commission launch event in November 2012, and has supplied the Chairman, Sir Howard Davies, with SASIG literature and an offer to assist the Commission as a member of the Expert Panel that is being set up. The Commission shall supply an interim report in Summer 2013, and its final report after the 2015 General Election.

Local Enterprise Partnerships (LEPs)

SASIG initiated an awareness and collaboration network with LEPs across the country. Invitations for active involvement in LEP meetings have been responded to with provision of SASIG presentations and literature, along with recognition from all of the value of developing this network.

Parliamentary monitoring

SASIG's retained service provider, DeHavilland, is regularly reviewed and evaluated against competitors to ensure SASIG's needs are met, securing value for money for the SASIG membership.

This service enables SASIG to implement targeted, tracked lobbying of MPs and Lords. This resource is employed to promote SASIG's position in instances such as the forthcoming review of night flying policy. Such a regime encompasses the whole membership as the form & nature of aviation noise policy evolves through such regimes.

Variation across the SASIG membership's local airports adds perspective to the depth and breadth of criteria that national aviation policy must meet to capture opportunities for the industry to develop alongside all other UK sectors in a manner that meets the full spectrum of society's aspirations.

Networking

SASIG operates an 'Opinion Former's' site on www.politics.co.uk, alongside maintaining the group's dedicated website, www.sasig.org.uk. SASIG has extended its networking facilities through establishing a SASIG site on the Local Government Association's '**Knowledge Hub**'. Resource is applied to keeping these sites supplied with current information available in a user-friendly manner.

SASIG works with the **Local Government Association (LGA)** for information-sharing and coordination purposes, observing meetings of the **Economy & Transport Board**.

SASIG's seat on the **Department for Transport's Aviation External Advisory Group (EAG)** continues to be valuable for bringing to the Department's attention the Local Authority perspective. The EAG has a majority representation from the aviation industry and, as ever, that is a considerable weight to counter-balance.

SASIG performs a unique role in all these respects.



STRATEGIC AVIATION SPECIAL INTEREST GROUP
of the Local Government Association

SASIG Meeting

Item 3

1 March 2013

Your feedback on SASIG's services and work programme could win you a £10 John Lewis voucher! Please send back the enclosed, brief Membership Survey (e-copies also circulated) by Friday 18 January 2013; thank you. This will assist with incorporation of your priorities and preferences.

I trust you will continue to support the group as we work with the Government to define aviation provision that meets local & national needs now and into the future.

Yours sincerely,

A handwritten signature in black ink that reads 'Jamie Macrae'. The signature is written in a cursive style with a long horizontal flourish at the end.

Cllr Jamie Macrae, SASIG Chairman
(Cheshire East Prosperity Portfolio Holder)

SASIG Membership Survey 2012 – results

Question 1

Please indicate how useful you find the subsections within the weekly 'Regional and Industry' and 'Parliamentary' Bulletins.

	Most useful	Very useful	Quite useful	Not useful
	%	%	%	%
Regional News	56	22	22	0
Industry News	44	56	0	0
Media	33	22	45	0
Press Releases	11	22	67	0
Events	11	0	78	11
Government News	33	67	0	0
Debates (HoC & HoL)	22	33	45	0
Events & Speeches (HoC & HoL)	22	11	67	0
Select Committee News	22	22	56	0
European News	22	11	56	11
CAA Traffic Statistics	22	22	45	11

Question 2

How could the Bulletins be improved?

Content with current format and content.

I like them as they are but keep them coming.

I suspect there is probably nothing that goes on out there that you do not know about!

Sometimes the links don't work and you have to copy and paste them into a browser window! (I know a minor gripe!)

Group items more, e.g. those of relevance to Davies Commission.

Question 3

What is your preferred method for receiving information from the SASIG office?

	Website – 'Latest News' section	PDF document – via email attachment	Both website and email
Weekly Bulletins	0	78	22
General updates on aviation	0	78	22
Parliamentary updates on aviation	0	78	22
Upcoming events	11	67	22

Question 4

Please indicate how useful you find each of the following sections of the SASIG website.

	Most useful	Very useful	Quite useful	Not useful	I have not seen these pages
	%	%	%	%	%
Membership-only pages:					
Bulletins	11	56	0	0	33
Meeting Papers	11	33	22	0	33
Library	0	33	33	0	33
Links	0	33	33	0	33
Public pages:					
About SASIG	11	45	11	0	33
SASIG Publications	11	56	0	0	33
Latest News	33	33	0	0	33
Contact Us	11	22	22	0	33
Join SASIG	11	33	22	0	33
SASIG Membership	11	33	22	0	33

Question 5

Are there any additional changes that you would like to see made to the site?

(1 of the 9 respondents answered)

No.

Question 6

How often do you log in to the SASIG website?

	%
Daily	0
Once a week or more	0
Once a month or more	22
Less than once a month	45
Never	33

Question 7

What prompts you to log in to the SASIG website?

Updates/information search.

Looking for information about a current issue.

Information that I would have missed elsewhere.

It is often easier to go onto the website, than hunt through emails to find a particular piece of info.

If I require certain documents/information.

Question 8

How manageable are you finding the login to the membership area of the SASIG website?

(7 of the 9 respondents)

	%
Very manageable	14
Adequately manageable	72
Not manageable	14

Question 9

Do you have any further comments?

No.

Nil.

No.

No.

I think you have done very well during the year, to keep us all so involved in the Policy Framework. The workshops have been very helpful in raising awareness. Well done all.

Please also use this section to include details of your name and authority if you wish to be entered into the draw to win a £10 John Lewis voucher.

Question 10

Do you have any comments on the forthcoming SASIG work programme, as set out in the accompanying Chairman's letter? Please express your priorities and preferences.

Airports in south, in particular London Heathrow.

No.

Nil.

No.

No.

None.

Just keep up the profile of SASIG and the interests of those who represent communities around airports.

Priority to disseminating as much info as possible regarding Davies Commission, timetables, guidance, etc.

Analysis of SASIG office team activity (January 2013)

Analysis of the work undertaken by the SASIG office team has been carried out and challenged to yield a range of questions highlighting areas for further development:

- i. Can/should SASIG focus more on dark grey information? (gathering & provision)
white information – that which is most readily available in the public domain
black information – that which is least readily available in the public domain
Thus, focussing on dark grey information with the aim of adding value by building networks and relationships in order to gather and provide information that would otherwise not be acquired.
- ii. Should SASIG purchase public affairs advice?
- iii. Do we want more frequent contact with Central Government?
- iv. Which outlets should we use to place information in the ‘public domain’ in order to effectively take part in the conversation?
- v. Should we adopt a difference frequency of output in the form of information provision?
- vi. Need to take into account that if the Bulletin were to be issued fortnightly as opposed to weekly, the time taken to produce it would not be halved – more likely to be reduced by around a quarter.
- vii. Should we produce wrap-up reports, rather than tracking evolving stories each week?
- viii. How do we ascertain what is of most interest to the membership?
How should the two-way conversation between the membership & the SASIG office be facilitated?
- ix. Do the ‘people’ who matter to us think we have weight?
- x. What more can the SASIG website do for us?
- xi. Should SASIG meetings be redesigned?
 - could input from the membership be more effectively captured at SASIG meetings? If so, how? e.g. record the discussions in order to use the input supplied by the membership at SASIG meetings?
 - re-run the roundtable discussion event operated in January 2011? (event designed to gather input from the membership to the national aviation policy review ‘Scoping Document’)
 - invite external parties to attend with presentation stands, creating a relaxed environment in which to chat and discuss issues? Break-out sessions after discussion to draw out the main issues? Attendees to record comments? Could, and should, external support be acquired to assist with such events – e.g. inters/students/work experience?

- run SASIG meetings more like conferences?
- xii. Should networks in place with other third party organisations at the member Authorities be built upon? Should they?
How could/should the SASIG office work with these networks?
What would/could/should come via the SASIG membership?
- xiii. Could a new approach be introduced for Technical Officer meetings?
 - working group meetings?
 - topic meetings?
 - via video conference to maximise involvement whilst minimising cost (travel & time)?
 - setting the remit and brief for attendees – full SASIG membership perspective or individual Local Authority perspective?
- xiv. Can a more robust financial basis be derived for SASIG, with long-term financial planning drawn from SASIG's USP? (unique selling point)
 - agree the direction for near-, medium- and long-term;
 - negotiate longer term deals with contractors;
 - increase staff retention;
- xv. Are there other events that the SASIG office team could/should attend? (e.g. free trade fairs)
- xvi. Should the make-up of the SASIG team change to incorporate more Public Affairs expertise? Could this be achieved through an internship, possibly via Brussels? Should an agency be employed to supply this expertise for the group?
NB Such changes need to be evolved towards, not jumped into.
- xvii. Should the mechanism of Press Releases be used differently? (i.e. more frequently)
If this is to be pursued, what needs to be in place for this to be successful?
- xviii. Should/can SASIG work differently with the Local Government Association?
 - officer contacts;
 - Economy & Transport Board;
 - LGA Information Services (statistical alerts) (and LGIU Local Government Information Unit?);
 - LGA Teams: Research; Environment, Housing & Planning; Knowledge; & Localism; and
 - LGA Europe.....?
- xix. How can the informal network of collaborating with Local Enterprise Partnerships (LEPs) be developed further?
How can the SASIG office team best work with SASIG membership linking in to LEPs?

- xx. How can the informal network of collaborating with universities be developed?
- xxi. How much does it cost to produce 'x' service? How much does it cost to buy 'x' service? Should Local Authorities buy 'packages' of services from SASIG? How would SASIG perform different roles? (information provision?; representation?; directed lobbying?)
Would the purpose and USP of SASIG be undermined through this approach?
Would it be clear who SASIG was representing in each instance?
- xxii. How else can, & should, SASIG's profile be raised?
- Parliamentary sponsor(s)?
 - Parliamentary reception?
 - Annual Dinner?
- xxiii. How can, and should, SASIG develop its provision of consultancy services?
- to whom?
 - resources available?
 - who/where to target to pick up consultancy contracts?
 - ...ensuring SASIG membership representation remains clear and uncompromised.

