

Critical Workers Identity Cards
Minutes and Actions from 8 May 2009
London City Airport Implementation Steering Group

Present: ***** (**), ***** (**), ***** (**), ***** (**)

Apologies: N/A

Agenda Item No.	Agenda Item Comments	Action by:
1	Minutes and actions	
1.1	Minutes of the London City Airport Steering Group meeting on 24 February 2009 were approved	
1.2	Actions 22 to 28 were closed on the London City Action Log	
2	National Identity Service Update	
2.1	<p>** provided an update on the National Identity Service:</p> <ul style="list-style-type: none"> • Secondary legislation responses had been considered by IPS and we will be writing a response to aviation stakeholders who replied • Wider aviation stakeholder engagement continued and IPS are planning specific engagements with BALPA representatives • ** suggested MH sets up a forum for airline crew to answer their questions • ** said ** should focus on pilots • IPS continued discussions with Disclosure Scotland and they provided options for our consideration • ** said that when there is a fully worked up plan it should be brought to the Steering Group 	
2.2	<ul style="list-style-type: none"> • ** provided an update that everything at Manchester Airport remained on schedule • ** commented that portability of pre-employment checks needs to be discussed with both airports • ** said that she has set aside the 28 May for a meeting • ** explained that agenda item 5 had more information about how London City could participate in this part of the Scheme 	
2.3	<u>Action 1:</u> ** to set up a forum for airline crews and pilots	MH
3	London City Airport Update	
3.1	** provided an update on the activities that have taken place at London City airport:	

	<ul style="list-style-type: none"> • IPS has met with employers to discuss the evaluation • Conducted two successful Q&A session • The London City Airport Working Group was held on 16 March to discuss the detailed estates requirements • ** met with ***** to discuss how the scheme might impact on London City Airport contractors. It was concluded there would be a minimal impact. • ** commented that she has received an e-mail from IPS security and needed more information as to why these questions were being asked • ** said he would review the e-mail to and send back to ** with only the necessary questions 	
3.2	<u>Action 2:</u> ** to look at security e-mail sent to MB	MH
4	London City Airport Feedback	
4.1	** commented that there had been no negative feedback from employers or airside staff about the scheme	
5	Process Improvements	
5.1	<ul style="list-style-type: none"> • ** went through the paper on process improvements, highlighting the two areas where process improvements could be made. • ** outlined that portability was a commitment made by both London City and Manchester airports • ** agreed that this was important to do and hoped to attend on 28 May • ** outlined that it might be possible to use the information on the identity card to speed up processing time at the airside pass issuing office • ** asked for the Steering Group to approve the paper and agree the next steps • All members approved the paper 	
6	IPS Enrolment Facility	
6.1	<p>** went through the paper on the enrolment facility which included floor designs and a high level plan</p> <ul style="list-style-type: none"> • ** stated that the specification of the doors were not compliant with the Disability Discrimination Act as they were not wide enough • ** said that you could still fit a wheelchair through them and that under the Act you are allowed to have exceptions 	

	<ul style="list-style-type: none"> • ** suggested that the head of the Home Office Disability department is invited to test the office and prepare appropriate lines to take • ** said that we should offer tours of the enrolment facility to everyone at London City Airport so we can talk them through the process • ** asked the Steering Group to approve the paper and the plans • All members approved the paper 	
6.2	<p><u>Action 3:</u> ** to prepare lines to take about the doors not being DDA compliant</p> <p><u>Action 4:</u> ** to invite Head of the Home Office Disability to view the premises</p> <p><u>Action 5:</u> ** to arrange for everyone at London City Airport so IPS can talk them through the process</p>	<p>MH</p> <p>MH</p> <p>MH</p>
7	Operational Trials	
7.1	<ul style="list-style-type: none"> • ** went through the paper on operational trials • ** said that the number of volunteers should be managed appropriately to avoid overloading the enrolment office • ** agreed and suggested that IPS invite volunteers by department • ** agreed and said that once all the volunteers from London City Operator had been enrolled, the scheme should be opened up to other employers • ** and ** agreed that the office opening hours should be 9am – 5pm, Monday – Friday until all volunteers have been enrolled. After that the Steering Group would decide what the most appropriate opening hours should be in order to service new employees coming into the airport • ** asked the Steering Group to approve the paper • All members approved the paper 	
8	Legislation	
8.1	<ul style="list-style-type: none"> • ** went through the paper on legislation and outlined what had been agreed with London City Airport about the definition of a new employee and who would be exempt from paying for an identity card • ** agreed that they had been consulted on the legislation and the content of the paper accurately reflected previous discussions 	
9	AOB	

9.1	None raised	
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Next meeting: 8 June 2009 from 10 – 11