

CIVIL AVIATION AUTHORITY
MINUTES OF THE 539th BOARD MEETING HELD ON
WEDNESDAY 18 MARCH 2020, BY TELEPHONE

Present:

Dame Deirdre Hutton Chair
Richard Moriarty
Rob Bishton
Katherine Corich
Marykay Fuller
AVM Ian Gale
David King
Anne Lambert
Graham Ward
Paul Smith
Kate Staples Secretary and General Counsel
Chris Tingle

Apologies:

None

In Attendance:

Peter Drissell
Tim Johnson
Richard Stephenson
Ben Alcott
Glenn Bradley
Jane Cosgrove
Philip Clarke
Barbara Perata-Smith Minute-taker

I. APOLOGIES AND INTRODUCTIONS

1. No apologies were received.

II. CONFLICTS OF INTEREST, PREVIOUS MINUTES AND MATTERS ARISING

2. No new conflicts of interest were declared.

3. The minutes for the February 2020 meeting were approved and would be published on the CAA website in due course.
4. The matters arising from previous meetings were noted without comment.

III. CHAIR'S UPDATE

5. The Chair gave an update of meetings and events that she had attended since the February Board meeting but acknowledged that face-to-face engagements were diminishing due to the current pandemic. She said that she went to the dinner celebrating Cranfield's win of the Queen's Anniversary Prize, which is awarded to exceptional work and initiatives in the aviation field. Cranfield University has won the prize three years running, this time for its flying classrooms and laboratories.
6. The Chair also attended the AOA's Roundtable Dinner, where she spoke to John Holland-Kaye and met Kelly Tolhurst, the new Minister for Aviation.
7. The Chair noted that Ms Staples' legal team had won the In-house Legal Team of the Year Award. She also announced that interviews for her successor had taken place in early March. The shortlist was currently with the Secretary of State who would then pass it on to No. 10 for a decision.
8. Finally, the Chair congratulated the Senior Leadership Team for rising to the recent challenges. AVM Gale seconded the congratulations.
9. The Board noted the update.

IV. CHIEF EXECUTIVE REPORT (DOC 2020-18) BY RICHARD MORIARTY

Update on live issues

10. **Flybe:** Mr Moriarty commented that the CAA had worked closely with the airline and DfT to ensure the company's entry into administration was conducted in a controlled and orderly way, which was achieved as well as could be expected.
11. **N264DB accident:** Ms Staples said that the AAIB had now published the final report on the incident, which contained two key recommendations for CAA, first regarding carbon monoxide in the cabin and second, on maintaining accurate records of certification and fitness for pilots. Ms Staples outlined the investigatory steps that the CAA was taking and confirmed that it was intended to conclude the work as a priority.
12. Ms Corich enquired whether there would be an increase in the use of illegal public transport, considering the limited availability of international flights. The Chair commented that this would be a good topic for the executive team to reflect on. Mr Moriarty added that we had already run a campaign on illegal public transport, so it would be beneficial to highlight the key points again.

13. **Heathrow expansion:** Mr Smith stated that, as a consequence of the pandemic crisis, government's bandwidth for considering the review of the ANPS – as per the Court of Appeal's judgement – had disappeared. HAL were now winding down all expansion activities until further notice, apart from the work focused on appealing the judgement. Economic regulation work would proceed sensitively with industry, to set up a price control applicable from 2022. An outline of Cat B and C costs so far would be presented to the Board in due course, for discussion.
14. **NATS RP3:** Mr Smith noted that the CMA was due to publish its Provisional Findings on 24 March. The team had agreed with NATS that the CMA could publish the report as is and then use the consultation that would follow to gather feedback from stakeholders on how the CMA should take into account the impact of the pandemic, such as a deficit on the pension fund, reduced flight volumes etc.
15. The Board noted Mr Moriarty's report.

V. COVID-19 ORAL UPDATE

16. **People:** Mr Moriarty commented that the situation was evolving daily. With regard to the 'People' pillar, advice to staff was aligned with the instructions from Public Health England (PHE), which now included permanent home-working for those who could until further notice. This practice had been extended to all CAA staff and from the end of the week, the Westferry, Manchester and Stirling offices would be closed. The bandwidth of ExCo continued to be dedicated almost exclusively on the crisis.
17. Ms Cosgrove added that the Gold team had already implemented a number of actions, including: testing the IT and business continuity plans to ensure they were robust; providing additional laptops where needed; continuing to monitor those working internationally and all visitors to CAA offices with targeted measures; remaining aligned to PHE guidelines; and successfully initiating home-working arrangements with emergency communication to all staff.
18. So far there were no confirmed cases at CAA, but a number of people had decided to self-isolate. FAQs on the intranet provided a clear steer for colleagues on when they should be working and what support they would get from the organisation. A separate email to vulnerable staff would be sent today. Collaboration between teams had been very effective and we would next consider how to keep people engaged while the home-working practice was in place.
19. Mr King enquired what steps the organisation was taking to ensure people did not feel isolated at home and to maintain a team spirit. Mr Alcott explained that the Wellbeing Board had looked specifically at these issues and at others, such as, staff having new and caring responsibilities, keeping connected, and looking after those