

CIVIL AVIATION AUTHORITY
MINUTES OF THE 544th BOARD MEETING HELD
ON THURSDAY 16 JULY 2020, 10:15, BY SKYPE

Present:

Dame Deirdre Hutton

Chair

Richard Moriarty

Rob Bishton

Katherine Corich

Marykay Fuller

Sir Stephen Hillier

AVM Ian Gale

David King

Anne Lambert

Paul Smith

Chris Tingle

Graham Ward

Kate Staples

Secretary and General Counsel

Apologies:

None

In Attendance:

Peter Drissell

Tim Johnson

Richard Stephenson

Ben Alcott

Jane Cosgrove

Philip Clarke

Barbara Perata-Smith

Minute-taker

Glenn Bradley

for item 7

David Malins

for item 7

Ray Forster

for item 8

Troy Preston

for items 8 and 9

Peter Gardiner

for items 8 and 9

I. APOLOGIES AND INTRODUCTIONS

1. No apologies were received.
2. The Chair noted that Ben Alcott and Jane Cosgrove would join the entire meeting.

3. The Chair thanked Tim Johnson and the team for organising the awayday day, the estates team for making the arrangements for the Board to hold the session at Aviation House and the Board members for attending.

II. CONFLICTS OF INTEREST, PREVIOUS MINUTES AND MATTERS ARISING

4. No new conflicts of interest were declared.
5. The minutes for the June 2020 meeting were approved with a minor addition and would be published in due course.
6. The matters arising from previous meetings were noted.

III. CHAIR'S UPDATE

7. The Chair commented that she had had no face-to-face meetings recently, due to the lockdown restrictions, but had attended many online meetings.
8. She mentioned that she had recently visited Aviation House and had met the team in the Shared Service Centre (SSC) who were one of the few groups of people that had returned to working in the office.
9. She added that she had had telephone calls with Gareth Davies and Bernadette Kelly at DfT and an online session with colleagues from the CAA Strategy and Policy Team (CSP) to discuss the environmental information provision project which had now started.
10. The Board noted the update.

IV. CHIEF EXECUTIVE REPORT (DOC 2020-55) BY RICHARD MORIARTY

11. Richard Moriarty provided an update on a number of live issues.

External issues

12. Airlines: Paul Smith provided an update on airlines' recovery and refund services.
13. Project Palomon: Paul Smith provided an update on Project Palomon.
14. Brexit: Richard Moriarty noted that negotiations continued in respect of a Bilateral Aviation Safety Agreement (BASA) with the EU. CAA colleagues were supporting the negotiations and providing technical advice to DfT policy officials.

Internal issues

15. Recruitment for State of Design team: Richard Moriarty commented that there was a requirement for 21 FTEs, with 10 having been recruited already and a good proportion of the rest were closed to being appointed. More details would be provided under item VII.

16. ICAO Audit: Ben Alcott explained that the last ICAO audit was in 2009 and had required a year worth of preparation and planning, including a thorough analysis of every aspect of compliance in the relevant Annexes. The next audit was likely to take place in 2022, as ICAO had designed a more proportionate audit process which it wanted to test with the UK first. The teams had started to prepare, with assistance by SARG colleagues.
17. Rob Bishton commented that this was an opportunity to obtain valuable external views on our performance as a regulator and focus on the supporting documentation and evidence to ensure our house was in order. Some of these had been updated already during the height of the Covid crisis.
18. Litigation: Kate Staples noted that the litigation with Jet 2 had now been settled. She also updated the Board on the Shoreham inquest and related matters.
19. Finance: Richard Moriarty noted that staff would be given an additional day's holiday, to be taken around the late August Bank Holiday, as a thank you for their continued dedication and hard work during the Covid-19 crisis. He added that the ExCo had also discussed whether to reinstate full pay, following the pay reductions that had been implemented across the organisation to support the financial challenge. Board members were supportive and endorsed the decision.
20. People: Jane Cosgrove focused on three capability areas: technical/analytics, leadership and management, and professional courses. On the first, 31 colleagues had started the Data Fellowship, which had been set up using the apprenticeship levy. On completion it would provide a professional qualification in data science and much needed expertise for the organisation. The second set of skills were also being developed using the levy and supported by a professional qualification. And finally, the MSc in Aviation Safety Management, Risk and Regulation at Cranfield University had now been approved for delivery in 2021.
21. Ms Cosgrove explained that the above had been achieved with a small team of 1.5 FTEs, but that she had now appointed a Talent and Capability manager who would join in September.
22. With regard to diversity and inclusion, Ms Cosgrove noted that a number of listening sessions had been arranged and were now fully booked and taking place until the end of July. ExCo would receive a presentation from Pearn Kandola, the organisers, in the Autumn, to absorb the findings from the sessions. Marykay Fuller asked whether NEDs could join a session, but Ms Cosgrove explained that the providers had recommended only colleagues should be allowed to attend, in order to get the best response.
23. The Board noted the report.