

CIVIL AVIATION AUTHORITY
MINUTES OF THE 513th BOARD MEETING HELD ON
WEDNESDAY 15 NOVEMBER 2017, AVIATION HOUSE

Present:

Dame Deirdre Hutton Chair
 Mr Andrew Haines
 Mr Peter Drissell
 Mr David Gray
 Mr David King
 Mr Michael Medlicott
 Mr Richard Moriarty
 Ms Kate Staples Secretary & General Counsel
 Dr Ashley Steel
 Mr Mark Swan
 Mr Chris Tingle
 Mr Graham Ward
 AVM Mike Wigston

Apologies:

In Attendance:

Mr Tim Johnson		Mr Iain Libretto	For item 9
Mr Richard Stephenson		Mr Nic Stevenson	For item 4
Ms Manisha Aatkar	For item 5	Mr Charles Lloyd (Aviation	
Prof Graham Braithwaite	For item 5	Communities Forum)	For item 4
Prof David Denyer	For item 5	Ms Angela Lynch	Minute taker
Mr Frank Evans (UKACC)	For item 4	Mr John McColl	For item 10
Mr Peter Gardiner	For item 5	Mr Jeremy Pine (SASIG)	For item 4
Mr Tim Johnson (Aviation		Mr Tony Rapson	For item 10
Environment Federation)	For item 4	Mr Ed Weston	

I. APOLOGIES

1. There were apologies from David Gray from agenda item 8 onwards.

II. CONFLICTS OF INTEREST, PREVIOUS MINUTES, AND MATTERS ARISING

2. No new or changed conflicts of interest were declared.
3. The minutes of the last Board meeting were approved, with the exception of minor rewording of paragraph two to clarify the recusal of Mr Gray and Mr Ward from part of the October meeting.

Action: Ms Staples

4. Under the actions (21 September 2016, paragraph 29), Mr Haines confirmed the work on fitness of individuals would be completed on time in December 2017 and the Board would receive an update in January or February.

III. CHAIR'S UPDATE

5. The Chair informed the Board of recent key events and meetings. These included a meeting of Safety Regulation Chairs, as discussed previously and agreed by the Board as a good opportunity to coordinate on cross-sector safety issues. The meeting was successful and representatives had agreed the next meeting would be arranged for March with a focus on cyber.
6. The Board welcomed the news that former Parliamentary Under Secretary for Consumer Affairs, Jenny Willott had been appointed as the new Chair of the Consumer Panel from December.
7. The Chair reported on a UKRN consumer event she attended that discussed Big Data. She said that a note of the session would be circulated to the Board for further information.

Action: Chair

8. The Board noted that the Chair and Ms Staples had participated in the annual International Women in Aviation conference in Berlin. During her visit, the Chair met with the Commercial Secretary at the British Embassy to discuss relevant local political and industry views on Brexit.
9. The Chair confirmed that a meeting had been arranged for her and Mr Haines to meet with the recently appointed Minister for Aviation, Baroness Sugg.

IV. CHIEF EXECUTIVE REPORT (DOC 2017-074) BY ANDREW HAINES

10. Mr Haines updated the Board on key meetings and live issues.

Monarch repatriation programme

11. The Board received a further update on the processes being followed in relation to Monarch's operating licences. Ms Staples informed the Board that the High Court had, that morning, issued its judgement in relation to judicial review of ACL's decisions to refuse to allocate slots to Monarch. The High Court had not given KPMG/ Monarch

permission to appeal, but a further application for permission could be made to the Court of Appeal. The Board acknowledged the decision made by Mr Gray and Mr Ward in respect of Monarch's Operating Licence and noted that a further hearing was to take place in relation to the AOC. The Board thanked Mr Gray and Mr Ward for their work thus far.

12. The Chair extended her thanks to Mr Stephenson for his role in enabling the Secretary of State's event to thank participants for their work on the Monarch repatriation programme.
13. Mr Moriarty updated the Board on the ongoing response to ATOL claims. Of the 23,000 expected claims, 13,000 had been processed with 8,500 payments completed.
14. Mr Moriarty reported that timings for processing claims were currently falling within required targets. He noted, however, that trade claims were starting to arrive in larger numbers now, which could require additional effort to complete.
15. In terms of financial costs, Mr Moriarty confirmed that the latest cost estimates were close to those originally predicted and that the CAA and DfT were working constructively together to complete the accounting processes. The CAA was ensuring that it was meeting its payment obligations to suppliers.
16. The Board noted the failure of Chadwell Travel Limited on 20 October 2017. There were a number of contributory factors, one of which had been the Monarch failure.
17. Mr Medlicott noted that the Monarch failure had highlighted the need for proper training of trade stakeholders on the ATOL scheme. Mr Moriarty confirmed this point had been noted by CAA staff and the Chair said it was a point that she would bring up during her forthcoming meeting with Peter Vicary-Smith, Chair of Which?
18. The Board noted that the CAA would support the DfT in its review of the Monarch failure.
19. Mr Haines confirmed that work was well underway on a range of internal 'lessons learned' activities including a leaders' roundtable on 29 November. The outcomes of the full set of activities would be taken forward by the Executive Committee in the next financial year.
20. Mr Haines informed the Board that UK candidate Kirsten Rienzeema had narrowly missed out on the presidency of ICAO's Air Navigation Commission recently. The Board noted her considerable achievement and commended her success at ICAO during her tenure there.
21. The Board noted the report.

V. COMMUNITY DISCUSSION FORUM

22. The Board welcomed Mr Evans, Mr Johnson, Mr Lloyd and Mr Pines – members of the Community Discussion Forum (CDF) - and Mr Stevenson to the meeting.