

CIVIL AVIATION AUTHORITY
MINUTES OF THE 552nd BOARD MEETING HELD ON
WEDNESDAY 21 APRIL 2021, 11:00, on Microsoft Teams

Present:

Sir Stephen Hillier
Richard Moriarty
Rob Bishton
Katherine Corich
Marykay Fuller
AVM Ian Gale
David King
Anne Lambert
Paul Smith
Kate Staples
Chris Tingle
Graham Ward

Chair

Apologies:

None

Secretary and General Counsel

In Attendance:

Ben Alcott
Jane Cosgrove
Peter Drissell
Tim Johnson
Alex Kaufman

Philip Clarke

Barbara Perata-Smith

Minute-taker

Julie Bryer

for items 5 and 6

Ella Payne

for items 5 and 6

Glenn Bradley

for item 8

Rick Newson

for item 8

Rob Olney

for item 8

Briar Mulholland

for item 9

Laura Milton	for item 9
Nic Stevenson	for item 9
Russell Veale	for item 10

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. Graham Ward recused himself from the discussion on the minutes from the Extraordinary Board Meeting (EBM) that took place on 7 April, at which a decision had been taken on the request by Heathrow Airport Limited that there should be an adjustment to the Regulatory Asset Base. The minutes from the meeting were approved with some minor corrections.
4. The Chair asked the Board whether there were comments on the additional material that had been provided to clarify certain points raised at the EBM and the Board confirmed it had no comments.
5. Paul Smith confirmed that the evidence pack underpinning the decision would be published in the early part of the following week. The team was working with the communications department to this intent.
6. Mr Ward re-joined the meeting.
7. The minutes from the previous Board meeting were approved with some amendments which would be provided offline by the relevant parties.
8. The matters arising were reviewed and a number of actions highlighted to be closed after this session.

III. CHAIR'S REPORT (DOC 2021-33) BY SIR STEPHEN HILLIER

9. The Chair summarised a number of headline points for discussion.
10. Global Travel Taskforce (GTT): significant work had taken place across the organisation to input into the GTT. The report that had been published by government in early April had referenced the CAA and its efforts into coordinating the sector's preparedness.
11. CAA strategy and regulatory principles: this would be an important discussion at today's meeting, to reconcile the Board's ambition with the budget.

12. Board reporting: The Chair thanked ExCo for having reviewed the process and materials submitted to the Board and for having improved the content uploaded to the library folder.
13. The Board noted the update.

IV. CHIEF EXECUTIVE REPORT (DOC 2021-34) BY RICHARD MORIARTY

Live issues

14. The CEO provided an update on the meeting the Chair and he had had with Robert Courts MP.
15. Global Travel Taskforce (GTT): CAA had been involved in the GTT work through the Rapid Capability Office (RCO) that had collaborated with industry to explore recovery scenarios and prepare an operational baseline for the upcoming summer months. However, government's stance was cautious due to the development of variants to the virus, in turn impacting industry's hopes of a summer upturn.
16. There were implications from the government's more prudent position. First, it brought a more pessimistic outlook on industry's ability to pay for the full costs of regulation, a view that was shared by DfT. Second, there would be a rapid increase of risk associated with the safety and security restart which CAA would have to monitor carefully. The CEO added that it would be beneficial to enrol the Boards of regulated entities into this thinking, rather than merely correspond with their CEOs, as governance would have a role to play in this issue. The Chair suggested that the letter that CEO planned to send should raise the challenge brought about by the steeper risk and the balance required between safety, security and health. This approach received support from the Board as it was important to make safety explicit in cases such as these, when it might have had a tendency to become implicit. And third, industry's financial challenge was more acute now that the hopes of a summer recovery were less clear.
17. The government was still keen for the rules related to the Passenger Locator Form to be enforced, which indicated a policy that encompassed health as well as travel.
18. Recovery plans from industry were likely to be designed for the short-term, which meant putting long-term issues on the back burner, as such teams should be mindful of the pressure already on the sector when engaging with regulated entities.
19. An update was provided on the general financial health of ATOL holders. The Board was assured that, if insolvencies were to take place, a plan to reprioritise resource was in place, allowing for experienced staff to supplement the core

agency team on refunds. The refunds portal continued to work well, promoting positive exchanges between claimants and handlers.

20. The CEO highlighted, from his report in the Library, the CAA's ongoing engagement with the round canopy parachuting community. He said that the CAA needs to be satisfied that any parachute organisation must be fit and competent to conduct parachuting safely having regard to previous conduct and experience, equipment, organisation and staffing. The CEO said that Rob Bishton's team had continued to work with the applicants who had been advised to follow the standard process and provide the appropriate documentation and evidence to support their applications. This approach was applicable to all types of applicant, including those who had served in the military and wanted to operate in the civilian environment.
21. He said that the Round Canopy Parachute group have submitted a parachute training organisation (PTO) application (from Pegasus PTO limited) to be an independent training organisation for a UK round canopy parachuting rating and an Approved Persons application (from the Parachuting association) to be an approved persons to regulate the sector. The CAA had received various monetary amounts and information from the applicants, but none of these were either the correct fee or the information required. Therefore, in March 2020, the CAA refunded the amounts and returned the applications. The Round Canopy Parachute group can re-apply if they would like to do so.
22. The CEO added that in parallel the CAA has received multiple Freedom of Information and subject access requests on communications relating to the above. He said that the General Aviation Unit is working through these with support from External Response, OGC and the Chair/CEO's office. There are currently no active applications with this stakeholder group, but the team continues to receive requests for information.
23. The Board agreed that a consistent message, from government and CAA alike, was paramount, highlighting the need to follow the appropriate, tried and tested channels to obtain recertification, regardless of background.
24. The Chair asked the appropriate Directors to reinforce the above message with the relevant teams, emphasising that Board support was unanimous.
25. Data breach: the Board was informed that a limited data breach had occurred in one of the CAA's new systems. A small amount of data had been corrupted during data migration from the old to the new system. The breach had been notified to the GDPR and legal teams as soon as it had been identified. The data in question