



## **UK Civil Aviation Authority**

### **Minutes of the 587<sup>th</sup> Meeting held on 11<sup>th</sup> December 2024, 11:30, Westferry House & Teams**

#### **Attendees:**

Sir Stephen Hillier (Chair); Katherine Corich (Senior Independent Director); Jane Hanson (Non-Executive Director); Anne Lambert (Non-Executive Director); Manny Lewis (Non-Executive Director); AVM Suraya Marshall (Non-Executive Director)

Rob Bishton (Chief Executive); Selina Chadha (Group Director, Consumers & Markets); Tracey Martin (Chief Financial & Operations Officer)

Jonathan Spence (General Counsel & Company Secretary)

#### **Present:**

Tim Johnson (Director, Communications, Strategy & Policy, and Chief of Staff); Dave King (Independent Safety Advisor); Tendai Mutambirwa (Interim Group Director, Safety & Airspace Regulation)

Briar Mulholland (Head of Office of Chair & CEO, and Deputy Chief of Staff); Graeme Paterson (Corporate Governance & Secretariat Lead)

Ella Payne (Item VII); Nic Stevenson (Item VII); Ben Alcott (Item VIII); Stuart Algar (Item VIII); Colin MacLeod (Item VIII); Sophie O'Sullivan (Item VIII); Rosie Whitbread (Item VIII); Iain Libretto (Items X & XI); Andy Lowing (items X & XI)

#### **I. Apologies & Conflict of Interest Declarations**

1. No apologies had been received.
2. No conflicts of interest were declared.

#### **II. Approved Minutes of Previous Meetings & Matters Arising**

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3. Minutes - The minutes of the October 2024 Board meeting were noted as having been approved out of committee.
4. Actions – The Board noted the actions, and the proposal to close four of them following the meeting.

**III. Chair's Report (BRD-2024-062) By Sir Stephen Hillier**

5. The Board noted the report.

**IV. Board Effectiveness Review Outcomes (BRD-2024-063) By Sir Stephen Hillier****V. CEO Report (BRD-2024-064) By Rob Bishton**

6. Approval – The Board was asked to endorse the Air Safety Support International (ASSI) Strategy 2025 and Business Plan 2025/26 – 2027/28 ahead of its submission to DfT.

Decision: The Board endorsed the ASSI Strategy and Business Plan.

7. Engagement Activities – The Board was updated on recent meetings with Ministers and the Transport Select Committee. These discussions had focused on the CAA's work as an enabling regulator, consumer issues and airspace.
8. The Board also noted the recent ICAO CALAF event which was hosted by the CAA and had been attended by the ICAO Secretary General. The Board expressed its thanks to colleagues who had supported the planning and delivery of this very successful event.

**VI. DfT & CAA Consumer Focus - Update to Board (BRD-2024-070) By Selina Chadha**

9. With there being increased focus on consumer issues by Government, and the CAA own identification of the importance of scaling up work in this area, the Board was advised of CMG's intention to bring updates on consumer work to each meeting. This would start from January.
10. The Board was also advised of ambitions to strengthen the consumer protection programme of work in CMG, and linking work in this area with relevant annual strategic objectives. The revised programme of work would be discussed at the January Board meeting.

**VII. CAA Annual Strategic Objectives 2025/26 (BRD-2024-065) By Tim Johnson**

11. The Board was invited to approve the Annual Strategic Objectives (ASOs) for 2025/26. It was emphasised that the ASOs represented the key activities which would noticeably move the organisation forward towards its published strategy if they were prioritised for delivery. They

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were built upon the foundation of effective delivery and appropriate resourcing of the CAA's core regulatory responsibilities, which were non-negotiable.

12. The Board was advised that the ASOs were linked to plans set out in the Scheme of Charges consultation and Government Grant Package.
13. In discussion the Board queried whether the milestones presented were all achievable. It was noted that all milestones were in the business plan, so were scheduled for delivery.
14. The Board broadly supported the ASOs as presented, but requested that some minor amendments be made to the wording of specific milestones. The Board also recognised that the ASOs were not the totality of work undertaken by the CAA. In presenting the ASOs to the wider organisation, it was essential that this point was made clear.
15. The final set of ASOs would be provided to the Board in February alongside the budget and business plan for 2025/26 and would be used to inform ExCo personal objectives for the same period.

#### **VIII. SARG Report (BRD-2024-066) By Tendai Mutambirwa**

16. Space – It was expected that the CAA would shortly make a licence determination in respect of Rocket Factory Augsburg's application for a vertical launch from Saxavord Spaceport. In keeping with previous first of class space licence types, the Board was invited to assure itself that the correct procedures had been followed in granting the determination. The Board itself did not make the final determination on grant of licences.
17. The Board confirmed that it was assured with the licensing process that had been undertaken.
18. Aviation Safety Risks – The Board noted that the top risks.

#### **IX. People Committee Report of the Meeting held on 13th November 2024 (BRD-2024-067) By Manny Lewis**

19. The Board was updated on the Committee's discussion on the CAA's D&I Strategy, and the positive impacts this had had. As part of this it was noted that a significant number of CAA roles were being filled internally. The Board was invited to consider the impacts this approach could have on D&I aspirations if external candidates were less likely to be appointed.
20. The Committee noted the remainder of the report.

#### **X. Periodic Review of Top Consumer and Public Risks (BRD-2024-068) By Tracey Martin**

21. The Board noted that the top consumer and public risks were reviewed at Board-level on an annual basis. These risks were owned by industry/government, but where the CAA had an interest and scope to influence actions.

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### **XI. Risk - What is on your mind? (BRD-2024-069) By Tracey Martin**

22. The Board undertook a wider discussion on potential risks to the CAA and wider aviation sector. The output of this discussion would be reviewed and assessed against existing risk registers.

Action: An update on the outcome of the discussion and any follow-up will be reviewed by ExCo and the exercise would be undertaken again with the Board in six-month's time.

### **XII. Draft January Board & Forward Agenda**

23. The Board noted the draft agenda and plans for offsite meetings and visits in 2025.

### **XIII. Any Other Business**

24. Jane Hanson – The Board thanked Jane for her contribution to the CAA and wished her well for the future.

25. Tendai Mutambirwa – The Board thanked Tendai for his contribution to SARG and the CAA as Interim Group Director.

26. The Chair thanked the Board, ExCo and CAA colleagues for their work throughout 2024, and wished them the best for the Festive Season.