

9 August 2012
FOIA reference: F0001365

Dear XXXX

I am writing in respect of your recent application of 18 July 2012, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

1. *The total amount of money paid to all trade unions for financial years a) 2010-11 and b) 2011-12. Where possible please provide a list of total payments made to each different trade union. However if this disaggregated information is not available please continue to provide a total figure for trade union payments. In response to this question, please only include direct payments to the unions from your organisation, not membership dues deducted from staff salaries.*
2. *Please state:*
 - a. *Which trade unions your organisation provide staff time to work on trade union duties and / or activities (sometimes called 'Trade Union facility time') in i) 2010-11 and ii) 2011-12.*
 - b. *The number of full time equivalent staff that were provided for each trade union in i) 2010-11 and ii) 2011-12.*
3. *Does your organisation automatically deduct trade union subscriptions from staff salaries in the payroll process in order to pass them on to the union? If so, how much did your organisation charge each union for this service in a) 2010-11 and b) 2011-12?*

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to provide the information below.

1. There have been no payments by the CAA to trade unions in either 2010-11 or 2011-12.
2. (a) PCS and Prospect.

2. (b) In both 2010-11 and 2011-12, 0.17 FTE was spent on trade union facility time by accredited branch members of PCS, and 0.15 FTE by accredited branch members of Prospect.
3. Deductions are not made automatically.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield
FOIA & EIR Case Manager

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.