

**TERMS OF REFERENCE
OF
THE CAA EXECUTIVE COMMITTEE**



1. TITLE

The Committee will be collectively named the 'CAA Executive Committee' (ExCo) although there will be four different roles:

- Policy ExCo
- Business Management & Assurance ExCo
- Strategic Projects ExCo
- Policy & Information Exchange Forum

2. PURPOSE

The purpose of the Committee is to manage and direct the organisation with regard to policy decisions, manage day-to-day business affairs, act as a Programme Control Board for strategic projects, and provide a mechanism for free ranging discussion on emerging issues. Further information about the role of the ExCos are shown in section 6.

Executive decisions can be made at all ExCos except the Policy & Information Exchange Forum, which is purely a discussion opportunity.

3. MEMBERSHIP

The membership of the Committee differs depending on the role being discharged:

	Policy ExCo	Business Management & Assurance ExCo	Strategic Projects ExCo	Policy & Information Exchange Forum
Chief Executive	✓	✓	✓	✓
Group Director Regulatory Policy	✓	✓	✓	✓
Group Director Safety Regulation	✓	✓	✓	✓
Group Director Consumer Protection	✓	✓	✓	✓
Director Airspace Policy	✓	✓	✓	✓
Finance & Corporate Services Director	✓	✓	✓	✓
General Counsel	✓	✓	✓	*
Director, Human Resources	✓	✓	✓	*
Head, Human Resources	*	*	*	*
Director, European and International Strategy	✓			*
Director, Corporate Communications	✓	✓	✓	✓
Non Executive Directors				**

✓ Attendance required * May attend when they believe the content is useful ** Invited to attend

Each ExCo meeting will be chaired by the Chief Executive or his designate.

In the event that a required member of the Committee is unable to attend, an alternate shall be provided.

Committee members can invite staff from their Groups to present papers, as appropriate.

The Policy & Information Forum is a more open event with the Non Executive Directors having an open invitation and, where appropriate, managers below Executive Director level will also be able to attend.

The Office of the Chair & Chief Executive, and Central Planning Team will jointly provide the Secretariat to the ExCo meetings.

4. QUORUM

A quorum shall consist of a minimum of four Executive Directors. This is to include the Chief Executive or his designate.

5. MEETINGS

Each of the ExCo Committees will meet at monthly intervals in the following format:

Policy ExCo	Morning of the first Wednesday of the month
Policy & Information Exchange Forum	Afternoon of the first Wednesday of the month
Strategic Projects ExCo	Second Wednesday of the month
Business Management & Assurance ExCo	Fourth Wednesday of the month

6. ROLES OF THE COMMITTEE

Each of the ExCo roles are described in more depth below:

Policy ExCo

- Endorse significant regulatory decisions.
- Debate and set policies for all aspects of CAA regulatory activities including at UK, European and International levels.
- Monitor UK, international and European developments that affect CAA role as a regulator.
- Set, monitor and review regulatory performance and service levels.
- Approve proposals to amend legislation.
- Endorse key papers for submission to the CAA Board.
- Oversee the CAA's relationship with its stakeholders as delegated by the Board.

Policy & Information Exchange Forum

- The Policy Exchange would be a discussion forum to allow free ranging discussion and challenge on emerging issues. Topics for these discussions will be selected in advance and may be individual papers or may be themed.
- This forum would not have a remit to make executive decisions

Strategic Projects ExCo

- Monitor and direct strategic projects such as Enhancing Safety Performance, Performance & Process Improvement and Target Operating Model, and the associated expenditure and resource requirements.
- Oversee the management of dependencies, risks and issues associated with these projects

Business Management & Assurance ExCo

- Debate operational policy issues and make business decisions.
- Review, approve and monitor progress against all business plans, manpower plans and budgets.
- Endorse all CAA's Schemes of Charges for submission to the CAA Board.
- Review and manage CAA's strategic and business planning, risk and performance measures.
- Review and manage CAA's business continuity and crisis management arrangements.
- Approve significant changes to the structure of the organisation and Groups.
- Sanction major capital and revenue expenditure.
- Endorse CAA's internal and external engagement and communication strategies.
- Review and agree the CAA's HR strategy and how the CAA will deliver against the strategy.
- Approve, monitor and direct non-strategic projects and the associated expenditure and resource requirements.