

11 February 2014
FOIA reference: F0001788

Dear XXXX

I am writing in respect of your recent request of 16 January 2014, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

“Regarding the recent announcements on the establishment of a new General Aviation unit that has been set up to be more proportionate and deregulate wherever possible, please could you provide the following information:

- 1. The total number of full time (or equivalent) staff expected to be working in the GA unit as of April 2014.*
- 2. The total number of full time (or equivalent) SRG staff involved in the previous/corresponding GA-specific roles at the CAA in 2012 (A monthly snapshot in March or April of that year will suffice).*
- 3. Presumably there will have been fewer members of staff working in GA regulation roles in previous years compared to 2014, so please could you also provide an estimate of the cost savings that are expected as a result of the new GA unit being formed? For example, by providing the total combined salaries of all staff counted in requests 1) and 2) above”.*

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:

Year	Full Time Employees (FTE)	Combined salaries and operating costs
2012	39.0 FTE	£3.9m
2013	32.0 FTE	£3.1m
2014 draft Budget	28.6 FTE	£2.9m

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
 Information Rights and Enquiries Officer

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.