



PUBLICATION VERSION

## **UK Civil Aviation Authority**

### **Minutes of the 599<sup>th</sup> Meeting held on 25<sup>th</sup> March 2026, 13:00, RAF Brize Norton & Teams**

#### **Attendees:**

Sir Stephen Hillier (Chair); Katherine Corich (Senior Independent Director); Jordan Giddings (Non-Executive Director) Manny Lewis (Non-Executive Director); Trisha McAuley (Non-Executive Director); Crispin Orr (Non-Executive Director); Charmion Pears (Non-Executive Director); AVM Ian Townsend (Ex-Officio Non-Executive Director)

Rob Bishton (Chief Executive); Giancarlo Buono (Group Director, Safety & Airspace Regulation); 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);  
Karen St.Jean-Kufuor (Next Gen NED) (except agenda item VI)

Maria Nash (Head of the Office of Chair and CEO); Graeme Paterson (Corporate Governance & Secretariat Lead)

Tendai Mutambirwa (Item V); Alex Bobocica (Item VI); Paul Rycroft, Maeve Waite (Item VII)

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

1. The Chair welcomed attendees to the March 2026 meeting at RAF Brize Norton.
2. No apologies had been received.
3. No conflicts of interest were declared.

## PUBLICATION VERSION

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

4. *Minutes* - The minutes of the February 2026 Board meeting were noted as having been approved out of committee.
5. *Actions* – The Board noted the updates provided against the actions

**III. Chair's Report (BRD-2026-017) By Sir Stephen Hillier**

6. The Board noted the paper.

**IV. CEO Report (BRD-2026-018) By Rob Bishton**

7. The Board noted the paper

**V. SARG Report (BRD-2026-019) By Giancarlo Buono**

8. *Introduction* - The Board was provided with an update on the runway incursion at La Guardia Airport in New York. The investigation by the NTSB was still at a very early stage.
9. The CAA was in the process of reviewing MOR data relating to runway incursions to determine any next steps that might be required in the UK or by UK operators.
10. An update was also provided on a fatal accident involving a GA aircraft and a separate fatal accident involving two parachutists. These were currently under investigation by the AAIB, and British Skydiving and Devon and Cornwall Police respectively.
11. The Board noted the update on steps to implement recommendations arising from Reg 6 hearings. In discussion, it was confirmed that work to prepare a paper on the Reg 6 process more broadly, as well the mechanism for implementation recommendations was under development.
12. *Summer Readiness* - The substantive element of the SARG Report had focused on the sector's preparation for the summer season. The material had been prepared in advance of the conflict in the Middle East.
13. The Next Gen NED was recused from the meeting.

**VI. CMG Report (BRD-2026-020) By Selina Chadha**

14. *BRD-2026-020a* – The Board noted the update on workstreams within CMG. The Board was also reminded of the different Heathrow-related decision points that would be reached over the coming months.
15. *BRD-2026-020b Recovery of Early Costs* - The Board's approval was sought on the policy proposals for the draft decision and licence modifications that would permit the recovery of early planning and enabling works costs incurred in 2025 and 2026 for capacity expansion at Heathrow Airport. The draft decision and licence modifications would be subject to consultation.

**VII. Annual Health & Safety Report (BRD-2026-021) By Tracey Martin**

## PUBLICATION VERSION

16. The Next Gen NED rejoined the meeting.
17. The Board was advised that the CAA had had no reportable incidents in 2025. A strong focus remained on ensuring the level of incident and near-miss reporting was maintained through the year. Where actions were required following reports, the necessary follow-up steps were taken forward. Frequent engagement also took place with the CAA's Health & Safety Committee.
18. A regular cadence of training, e-learning and inductions was maintained to ensure that managers and colleagues understood their health and safety responsibilities.
19. The Board was advised that processes put in place by the Health, Safety and Security team had helped ensure that colleagues overseas at the start of the Middle East conflict were identified and supported.
20. It was noted that the number of days lost to work-related stress had increased. Steps were being taken to try and better understand the causes of stress and provide more effective support to those affected. The Board queried whether matters related to wellbeing were included within objectives. It was confirmed that people managers had a standing objective on management which included wellbeing. Further enhancements to manager training were also planned to ensure that managers were better able to assist members of their teams.
21. The Board queried whether steps were being taken to protect the CAA against insider risks. It was confirmed that work was underway to enhance the controls that were in place, including those related to system access and issuance and revocation of airside passes.
22. The Board discussed the risks associated with driving for business and how these were managed.
23. The Board requested that indicators of frequency and severity of incidents and near misses be provided in reporting, both to the Board and Health & Safety Committee. This would help to ensure that proportionate action was being taken to address high frequency or high severity events.
24. The Board welcomed the update and confirmed that it was assured with the steps being taken to ensure the health and safety of colleagues in the office and when working elsewhere.

## VIII. Summary Report of the Audit & Risk Assurance Committee Meeting

### Held on 17<sup>th</sup> March 2026 (BRD-2026-022) By Charmion Pears

25. The Board was updated on the Committee's March meeting.
26. As outlined in the paper, the Board was asked to formally approve the Committee's updated Terms of Reference.
 

**DECISION:** The Board approved the updated Terms of Reference of the Audit & Risk Assurance Committee.

## IX. Draft Board and Forward Agendas

27. The agendas were noted.

## PUBLICATION VERSION

### **X. Any Other Business**

28. On behalf of the Board, the Chair thanked colleagues and stakeholders at RAF Brize Norton for their support in hosting the meeting.
29. No other business was raised.