

[REDACTED]

7 September 2016
Reference: F0002878

Dear [REDACTED]

I am writing in respect of your recent request of 9 August 2016, which you clarified on 10 August, for the release of information held by the Civil Aviation Authority (CAA). We have considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA) and are able to provide the information below.

Payments made to CAA Board members and attendees in financial year 2015/16

Please see the attached table and associated explanatory notes. For those individuals whose salaries are routinely published in the [CAA's Annual Report and Accounts](#), exact figures are provided for salary paid during the period. For the remaining individuals, salaries paid are provided in bands of £5,000 in line with ICO guidance. Performance related payments paid in the financial year 2015/16 were awarded in relation to performance during the 2014/15 performance review period.

Expenses

Total expenses claimed for each individual are provided. The CAA's policy is to reimburse reasonable, additional expenses actually and necessarily incurred whilst engaged wholly on CAA business. Expenses are not therefore considered an additional pay element or allowance.

Changes to CAA board during the year

During the financial year 2015/16 the following changes to the composition of the Board took place:

Iain Osborne resigned on 31 July 2015
Ashley Steel was appointed on 1 September 2015
Richard Moriarty was appointed on 12 January 2016
Chris Jesnick resigned on 25 January 2016
Chris Tingle was appointed on 25 January 2016
Richard Jackson resigned on 31 January 2016

Time spent on CAA matters

Non-executive Board members are engaged on the basis of a formal time commitment of one day per week. Added time may be served chairing committees and appeal hearings as required.

The remaining individuals are full time employees with the exception of Dame Deirdre Hutton who works three days per week.

Board members and attendees do not record the time that they spend on CAA matters but the attendance of individual Board members at Board and Committee meetings of which they are a member are published in the CAA's Annual Report and Accounts.

Any other expenses associated with holding board meetings

During the financial year 2015/16 these totaled £10,978.74.

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:-

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@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 FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Stevens'. The signature is written in a cursive style with a large, looped initial 'M'.

Mark Stevens
External Response 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.

Payments made to CAA Board members and attendees in financial year 2015/16

	Salary and fees	Benefits	Compensation payments	2014/15 performance related payments	Expenses claimed
Dame Deirdre Hutton	£129,999.96				£202.91
Andrew Haines	£294,705.12			£67,850.00	£2,321.93
Chris Tingle	£34,550.64	£160.02			
Mark Swan ¹	£200,609.81	£45,248.12		£29,520.00	£300.18
Richard Moriarty	£43,729.36	£160.02			
Richard Jackson ⁶	£134,432.50	£687.50	£144,974.00	£31,595.00	£463.68
Chris Jesnick ^{6,7}	£162,485.84	£2,084.00	£236,679.00	£24,542.00	£196.74
Iain Osborne	£60,804.38	£369.00		£25,763.00	£588.63
David Gray ²	£24,999.96				
Michael Medlicott ⁴	£26,873.58				£2,163.55
David King	£25,225.03				£1,035.35
Graham Ward ⁵	£26,105.70				£899.65
Ashley Steel	£12,833.31				£17.60
Air Vice-Marshal Richard Knighton ³					
Kate Staples	£155,000-159,999	£131.00		£15,000.00	£4,938.72
Peter Drissell	£130,000-134,999	£1,092.12		£12,000.00	£1,057.68
Richard Stephenson	£125,000-129,999				£2,023.63
Manisha Aatkar	£235,000-239,999	£960.12			£1,516.34
Tim Johnson	£145,000-149,999			£1,740.00	

Notes

1. Mark Swan became Group Director Safety and Airspace Regulation in July 2013 following the merger of the Safety Regulation and Airspace Policy Groups. This wider role requires presence at both London and Gatwick offices resulting in additional accommodation and travel costs. Mr Swan receives additional payments to cover these costs and these payments are included within the benefits column of the table. Salary and fees include an element of grossing up to cover the tax liabilities on the additional payments.
2. David Gray's salary includes remuneration for his role as Chair of the Remuneration Committee.
3. AVM Richard Knighton is a Ministry of Defence nominee holding an ex officio post with no remuneration.
4. Michael Medlicott's salary includes remuneration for his role as Chair of the Air Travel Trust.
5. Graham Ward's salary includes remuneration for his role as Chair of the Audit Committee.
6. Richard Jackson and Chris Jesnick received compensation payments on their departures from the CAA. This was in keeping with their contracts of employment.
7. Chris Jesnick was not a Member of the Authority but was a Board Member of the CAA. Her salary included remuneration for her role as Chair and Director of CAA International Limited, a subsidiary of the CAA.