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7 June 2018
Reference: F0003724

Dear [REDACTED]

Thank you for your request of 14 May 2018 for the release of information held by the Civil Aviation Authority (CAA). Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information below.

How many staff are currently employed in the Aviation Security Department

As of 30th April 2018, 99 employees.

We have provided information to answer the following questions on the understanding that the acronym "BAME" stands for "black, Asian and minority ethnic". Also, employees provide the CAA with details of their ethnicity on a voluntary basis, so we are unable to guarantee that the data is complete and accurate.

How many BAME staff are employed in the Aviation Security Department

As of 30th April 2018, 9 employees.

How many BAME staff are management level in this department e.g. management on their job title and/or line managing staff

There are no staff of BAME ethnicity at management level within the CAA Aviation Security department.

How many BAME staff are currently employed at a level above management e.g. senior leadership up to Director Level of the department? If you could provide the management hierarchy levels up to Director then it would make a more specific response. Again, it could be 6 levels between management and director indicating 6 personnel and then the number of BAME of those levels.

There are no staff of BAME ethnicity at senior leadership level within the CAA Aviation Security department.

Do you feel the diversity in the Aviation Security Department is reflective of the industry?

We do not hold recorded information that would answer this question.

What specific initiatives are in place to increase BAME diversity within the Aviation Security Department?

More information about our Equality and Diversity Policy is available on pages 47-48 of our [Annual Report & Accounts 2016/17](#). Our diversity and inclusion strategy covers the whole of the CAA as opposed to any individual departments exclusively.

We are committed to ensuring equality of opportunity in terms of recruitment, career progression and development. We regularly review policies, procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated fairly. We will not impose any requirement or condition without justification, and will make every effort to identify and remove unnecessary barriers and provide appropriate employment conditions to meet the needs of under-represented groups.

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'.

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.