



**MEETING OF THE UKFSC EXECUTIVE BOARD  
HELD AT 1100 HOURS ON FRIDAY 16TH APRIL 2010  
AT FAIROAKS AIRPORT.**

**RECORD OF DECISIONS**

**Present:**

Steve Hull (SH)	- RTI (Vice-Chairman)
Antony Barrett-Jolley (ABJ)	- Air Contractors (Treasurer)
Robin Berry (RB)	- CTC (Non-Executive Board Member)
Rich Jones (CE)	- Chief Executive

**INTRODUCTION**

The Vice- Chairman formally opened the meeting by welcoming the Members of the Executive Board to the first Executive Board Meeting of 2010.

**ITEM 1**      **Apologies for absence**

Tony Wride	- Monarch (Chairman)
Mark Chesney	- CAA Representative

**ITEM 2**      **Matters Arising from Record of Decisions of the Executive Board Meeting – 18th November 2009**

2.1 (Para 2.6) The joint UKFSC/Baines Simmons Seminar entitled SMS – Performance through People was being planned for 28/1 29 September 2010 at the RAF Museum Hendon. **Action Ongoing.**

2.2 (Para 4.4)

**Action 1.** The CE had reviewed the written guidance on UKFSC investments and formulated a detailed policy which was agreed by the Executive Board and recorded in the Constitution at Para 19. **Action Closed.**

**Action 2.** The CE and Treasurer would review the different investment options for the Contingency Funds nearer to the maturity date for the current Bond in September 2010. **Action Ongoing.**

**ITEM 3.**      **Financial Position - 2009/10**

3.1 Audited Accounts 2009/10. The externally audited report on the UKFSC Accounts for 2009/10 was circulated to the Executive Board prior to the meeting. The CE explained that overall financial position at year end had resulted in an actual loss of £11,490 against a planned overspend of £14,712 in the original budget, which was aimed at reducing the excessive working capital held at the start of the financial year.



**Decision: The Executive Board accepted the External Audit Report and recommended its approval to the full UKFSC Membership at the AGM.**

3.2 Outturn 2009/2010. A detailed analysis of the Out-Turn for 2009/10 is attached to the RODs. Although investment income had been decreased significantly due to poorer returns available from the Contingency Fund Bond and High Income account, additional income from subscriptions and FSO course charges had helped deliver an income of £3090 above the planned budget. Total expenditure had exceeded budgeted allocation by £237.

3.3 No contingency funding had been drawn off.

**Decision: The Executive Board accepted the Out-Turn Report for 2009/10 and recommended approval to the full UKFSC Membership at the AGM.**

#### **ITEM 4. Budgetary Proposal for 2010/11**

4.1 The CE proposed to retain broadly similar levels of income and expenditure for 2010/11 as that allocated for the 2009/10 financial year. In order to better reflect the actual costs involved in delivering the specific UKFSC outputs and to enhance transparency on spending, the layout of the budget plan had been revised. The Budget for 2010/11 is attached

4.2 Two major items of expenditure for 2010/11 were discussed in detail; staff salaries and FOCUS production.

4.2.1 Under the UKFSC Procedures Manual, salaries increases are considered using the RPI for the 10 months of the previous year (Apr 09 to Jan 10 in this case) plus consideration of a performance award. Nevertheless, the total salary bill would reduce from the past year due to a reduction in hours worked and National Insurance payments by the Office Manager from June 2010.

The average RPI for the period was -0.24%. The Executive Board decided not to reduce salaries for 2010/11 and to recognise the significant increase in workload and output plus the increased Membership.

**Decision: The Executive Board decided to recommend an award of a 1% increase on current staff salaries.**

4.2.2 The CE highlighted the significant FOCUS production costs and the limited opportunities of subsidy from advertising. Additional cost reduction had been achieved by distributing e-copies of FOCUS to larger airlines so long as it was only made available on their secure crew website.

**Decision: The Board expressed a view that FOCUS was a high quality product with strong content and considered the overall safety value gained from FOCUS in its current format continued to justify the cost of production.**



4.3 The Board discussed the revised policy arrangements under which the Contingency Fund was invested and were now content with the recommended UKFSC guidance on investments.

Further consideration would be given to splitting the Contingency Fund between two separate investment institutions to reduce the degree of risk and increase the legal financial protection as the time for the current Investment Bond matured in September 2010.

**Action: The CE and the Treasurer to investigate different investment options in order to spread the Contingency Fund risks.**

4.4 The Projects Contingencies funding proposals to allow for further website development, minor seminar costs and potential involvement in the production of DVDs on aviation safety issues were discussed.

**Decision: The Executive Board endorsed the CE's proposal for 2010/11 Budget Forecast and decided to recommend its approval to the full Committee at the AGM.**

#### **ITEM 5    Membership Update**

5.1 The current Membership stands at 95, including 8 co-opted advisors, and is attached to the RODs. Three Members are in arrears on 2009/10 subscriptions: Aer Arran, Libyan Airlines and Lufthansa Consulting despite numerous failed attempts at communications by the Fair Oaks Office Team.

#### **ITEM 6    UKFSC Policy and Outputs**

6.1 Executive Board. Although some enquiries had been received about the roles and responsibilities of Board Members, concern was expressed about the lack of final nominations for election to the Executive Board posts for 2010/11.

6.2 UKFSC Constitution. A revision of the UKFSC Constitution undertaken by the Chief Executive, which had been circulated beforehand, was agreed by the Board.

**Decision: The Executive Board recommended approval of the latest revision of the UKFSC Constitution dated Apr 2010 to the full Committee at the AGM.**

6.3 Administration Procedures Manual The Chief Executive had undertaken a review of the UKFSC. The revised version dated Apr 2010 was circulated to the Board beforehand and agreed at the meeting.

**Decision: The Executive Board agreed to the introduction of the revised Administrative Procedures Manual dated Apr 2010.**



6.4 SIE Meetings. The reducing number of written SIEs received before each main Committee Meeting was discussed. Although this trend was regretted, the reducing capacity of safety departments to take on additional work and concerns about committing safety concerns to paper were understood. However, satisfaction was expressed about the overall level of reports and topics discussed at SIE meetings and the fact that over 20 significant issues and concerns were routinely identified in the resulting Executive Summary and body of the extensive Minutes.

6.5 FSO Familiarisation Course. The FSO Familiarisation Course continued to be popular and had produced a useful additional income. Thirty eight delegates had been trained on 5 courses in the past year and we still have a significant waiting list for the coming year. The CE had also conducted the course in Nigeria for 62 delegates and delivered a tailored 2 day course for easyJet on 19/20 November 2009. Non-Member delegates are charged £200 which can be offset against their first year's subscription should the individual's company subsequently join the UKFSC.

6.6 Focus Magazine. FOCUS production was covered under Item 4.

6.7 UKFSC Website. Since its launch in March 2009, the UKFSC website has had 17100 hits from 148 countries. For his renewal of the website hosting and maintenance contract, the website developer had demanded a 10-fold increase in fees. Accordingly, the contract had been re-let to our current email hosting company at a considerably reduced rate.

6.8 Seminar . Covered in Item 2.

6.9 Projects and Grants. The Executive Board had agreed ex-committee to grant £500 towards the production cost of a DVD on loading errors which was being undertaken by the CAA Ground Handling Operations Safety Team.

## **ITEM 7 External Relations and Partnerships Update**

7.1 The Relations and Partnerships which had been developed over the past year were discussed in detail by the Executive Board. From the connections and partnerships identified in the Agenda, the following significant additions were highlighted by the Chief Executive (CE):

- The ECAST at EASA was undergoing a review to improve its influence and effectiveness.
  - The CE had been involved in leading a sub group producing Safety Reporting, criminalisation and culture statements for ECAST.
- The CE had been a Member of 4 out of 7 of the CAA Significant Seven Safety Task Forces
- Speech on SMS by the CE at the FSF International Air Safety Conference
  
- DfT Reps now attending the UKFSC SIE meetings.
- CE Membership of the IATA Incident Review Meeting.
- Regular attendance at the BALPA Safety Gp meetings



- Membership of the Future Aviation Safety Team involving FAA/EASA/NASA.
- Membership of the core development team for Skybrary
- Member of the European Advisory Committee of the Flight Safety Foundation.

### **ITEM 8 AOB**

Nil

### **Closing Remarks**

The Chairman thanked the members for their attendance and closed the meeting at 1350.

### **Next Meeting**

To be notified.

Rich Jones  
for Chairman  
21 April 2010

Attachments :

1. Out Turn Budget 2009/10
2. Budget Proposal for 2010/11.