



**MEETING OF THE UKFSC EXECUTIVE BOARD
HELD AT 1100 HOURS ON MONDAY 13TH DECEMBER 2010
AT FAIROAKS AIRPORT.**

RECORD OF DECISIONS

Present:

Tony Wride	- Chairman (Monarch)
Steve Hull (SH)	- Vice-Chairman (RTI)
Robin Berry(RB)	- Non-Executive Board Member (CTC)
Mark Chesney(MC)	- CAA Representative
Rich Jones (CE)	- Chief Executive

INTRODUCTION

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

ITEM 1 **Apologies for absence**

Tony Barrett-Jolley	- Treasurer (Air Contractors)
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ITEM 2 **Matters Arising from Record of Decisions of the Executive Board Meeting – 16th March 2010**

2.1 (Para 2.1) The joint UKFSC/Baines Simmons Seminar entitled SMS – Performance through People was held on 28/29 September 2010 at the RAF Museum Hendon had been successful. Over 150 attended the event which received very positive back from the delegates, of whom 80% said they would attend any subsequent seminar. **Action Closed**

2.2 (Para 2.2 Action 2 and Para 4.3) The CE and Treasurer had reviewed the different investment options for the Contingency Funds but had been unable to improve on the 2% interest rate for 10 months offered by Standard Life. The potential return provided by splitting the investment into two parts in order to spread the risk between banks had also been researched; this had revealed a reduction in the rate of return to around 1%. Therefore, the Board had accepted the CE and Treasurer's recommendation to retain the Contingency Fund in a single Standard Life Bond until July 2011 and had decided not to split the Fund between separate banks. **Action Closed**

ITEM 3. **Financial Position - 2010/11**

3.1 Current Outturn 2010/2011 Detailed income and expenditure for Q3 of 2010/11 is attached to these RODs. The CE explained that expenditure was running very close to target and that the end of year would likely see a balanced budget since income had increased through the recruitment of new Members. Only two Members had failed to pay this year's subscription.



3.2 No contingency funding had been drawn off so far although a sum of £500 was likely to be paid towards the production costs of a Loading Error DVD before year end.

Decision: The Executive Board accepted the Outturn Report for Q3 2010/11.

ITEM 4. Budgetary Proposal for 2011/12

4.1 The CE proposed to retain broadly similar levels of income and expenditure for 2011/12 as that allocated for the 2010/11 financial year.

4.2 Two major items of expenditure for 2010/11 were discussed in detail; staff salaries and the contribution to GASCo.

4.2.1 Under the UKFSC Procedures Manual, salary increases are calculated using the RPI for the 10 months of the previous year (Apr to Jan) plus consideration of a performance award. The current Government intent appears to be moving away from RPI in preference for CPI for public remuneration and pension calculations.

Action: The Board directed the CE to research the conditions and rationale which the Government appeared to be using for transferring from RPI to CPI and make a policy recommendation to the Executive Board on which Index should be applied to future salary award calculation for the UKFSC Secretariat.

4.2.2 In light of a request from the GASCo Board, the Board discussed the UKFSC's future contribution to GASCO funding was discussed. The CE explained that GASCo had now taken on additional responsibilities for conducting safety evenings targeting the General Aviation community with a major focus on reducing infringements of controlled airspace.

Decision: The Board agreed to increase the future UKFSC contribution to GASCo to match the UKFSC subscription, which is currently £1200.

4.3 The Board reviewed the future investment policy for the Contingency Funds. Whilst retaining funds in a single investment vehicle did carry some risk, it was agreed that should the Company selected was a reliable UK-based institution then the additional return by a single large investment rather than the penalty in return of splitting the funds into two was acceptable.

Decision: The Executive Board agreed to retain the Contingency Fund in a single investment vehicle selected by the CE and Treasurer in accordance with extant UKFSC Constitutional Policy and endorsed by the Executive Board.

4.4 The CE proposed to draw up a Budget for 2011/12 which would follow similar expenditure to that of this year. Travel and hotel costs varied year to year



depending on the venues of the major conferences and seminars, but these did tend to balance out over the year.

Decision: The Executive Board decided that the CE be given the discretion to take an upgrade on those long haul flights where the meeting schedule provided little time to recover before conducting UKFSC business.

ITEM 5 Membership Update

5.1 The current Membership stands at 101, including 8 co-opted advisors. Two Members are in arrears on 2010/11 subscriptions: Aer Arran and Gulf Air. Despite numerous unsuccessful attempts to recover subscriptions from Libyan Airlines for the past 3 years, it was decided that they should be dropped from the UKFSC Membership listing. The Current Membership List is attached to these RODs.

ITEM 6 UKFSC Policy and Outputs

6.1 Executive Board. With the paucity of nominations for election to positions on the Executive Board last year, the CE recommended that possible options to address the issue for the next election would be prudent. The Chairman would complete his maximum term of 2 years at the May 2011 election, but expressed an interest in continuing his participation as a Executive Board Member should the Membership vote agree and Monarch support his nomination.

The CE then reiterated the preference expressed by one Member to have airline Rep as the UKFSC Chair. After discussion it was suggested that the current Chair could remain in post for another year, should the Membership vote accordingly, but this would require a vote for a change to the Constitution to allow this proposition.

Decision: The Executive Board directed the CE to seek expressions of interest from UKFSC Airline Reps to serve as Chairman from May 2011. In addition seek the views of the Membership on a change of the Constitution to enable the Chair to serve for an additional year or to remain in post so long as the Membership were able to ratify his nomination by election each year.

The Vice-Chair and Treasurer thought themselves both likely to seek election to serve in some Executive Board capacity. The Non-Executive Board Member was, as yet, uncertain of his future employment circumstances but would stand again should he decide to remain with his current employer.

Decision: The CE was to seek nominations for all positions on the Executive Board in good time before the election in March/April 2011.

6.2 UKFSC Constitution. Nil to report

6.3 SIE Meetings The Board discussed the current SIE Meeting Format and running order since the current agenda regularly leads to the meeting running beyond its promulgated closing time of 1530. Instead of the Chairman reading out the prepared notes on the matters arising from the last meeting, the CE would take



over this role and combine it with his Report to the Committee on activities and developments that have occurred since the last meeting. This should lead into the formal SIE from nominated organisations prior to the run around the floor for all Member SIE inputs. The presentations would then be taken as the penultimate items before completing business with pre-notified AOB. The Board also considered starting the SIE meeting half an hour earlier but the increase in traffic and reduction in time available for those travelling to the Meeting was thought likely to be unwelcome; but this option would remain on the table for further consideration, should the new format not expedite business.

Decision: The Executive Board decided to instigate a change in the running order and responsibilities to better utilise the timing available.

6.4 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. With a significant waiting list for the coming year, the course numbers had been increased from 8 to 10 for some courses. Non-Member delegates are currently charged £200, which can be offset against their first year's subscription should the individual's company subsequently join the UKFSC, but the CE was considering increasing the charge during the next financial year to £300, to better reflect the real value of the course.

6.6 Focus Magazine. Nil to report

6.7 UKFSC Website. Since its launch in March 2009, the UKFSC website has had 33300 hits from 164 countries. The re-let contract with our current email hosting company was working well.

6.8 Seminar. After the successful SMS Seminar in September 2010, a follow-on joint event had been informally discussed with Baines Simmons. The timing being considered was May 2012. The CE also reported on 2 seminar promotion agreements he had accepted this year: the Flight International Aviation safety Seminar and the Royal Meteorological Society Seminar on Met Services to Aviation. Neither had required UKFSC funding but a free place at each event was obtained in response for some promotion.

Decision: The CE to keep the Board informed on progress with the Seminar.

6.9 Projects and Grants. The Executive Board had already 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 reviewed 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 had undergone a review to improve its influence and effectiveness and had formalised its position and remit in relation to the newly formed EASA Safety Advisory Committee (EASAC).
 - The CE is involved in a sub group reviewing for the TORs for ECAST.
- The CE had provided safety presentations to each IATA Incident Review Meeting.
- The CE had accepted an invitation to join the Air Safety Group, a body with significant Parliamentary influence, with the aim of combining forces on selected safety issues of concern.
- After a review of its membership, the NATS Safety Partnership Agreement had requested continued attendance of the UKFSC.
- The CE had been invited to join the RAeS Flight Ops Group.
- The CE intended to continue to attend the Flight Safety Foundation International and European Safety Seminars and the European and International Air Accident Investigators symposiums.

ITEM 8 AOB

8.1 RB sought confirmation on the adequacy of staff support given the high level of involvement in external meetings by the CE. The CE suggested that, through the degree of flexibility in working days and hours being provided by the Office Team, the current work load was manageable but that he would seek an increase in staffing should the CE deem it necessary in the interests of efficient administration of HQ functions in future.

Decision: The Board agreed that they would be willing to consider an increase in future staffing if necessary.

Closing Remarks

The Chairman thanked the Executive Board Members for their attendance and closed the meeting at 1400.

Next Meeting

To be notified.

Rich Jones
for Chairman
16 December 2010



Attachments :

1. Out Turn Budget for Q3 2010/11
2. Membership at December 2010