

MPPC Employer Consultation Sub-Group:

Terms of Reference

- The name of the Sub-Group is Employer Consultation Sub-Group.
- The Sub-Group will support the Carter Programme to improve PAYE online services by addressing ongoing incentive information, and introducing in-year filing through Phases 2 and 3 of the agenda.
- The Sub-Group will consist of and consult nominees of employer representatives, agents and software developers.
- A senior official from one Customer Unit will chair the Sub-Group. Nominees from across HMRC will also attend meetings, including a representative from the Individuals Customer Unit when we expect issues that affect employees to arise.
- The Sub-Group meetings will enable
 - HMRC to explain and explore implications of potential changes to policies, products and processes that impact on employers and employment issues
 - employer representatives, agents and software developers to raise and discuss issues or problems in administering payroll obligations.
- The Sub-Group will normally meet on a quarterly basis, but where appropriate will discuss and decide on issues by email between formal meetings. Exceptionally, we may call additional meetings at short notice to discuss urgent matters.
- We may invite other Government Departments when their potential changes to products and processes are identified as having an impact on employers' payroll operations.
- The secretary of the Sub-Group will
 - compile agenda items from suggestions by both internal HMRC and external representatives
 - record and circulate the minutes to representatives
 - chase up action points, record progress and advise representatives of outcome in a status table produced on the next meeting's agenda.
- The Sub-Group will publish the minutes, terms of reference and a list of representatives and the groups they represent on the Internet.

Members December 2006

Name	Representing
Chris Hind	British Chamber of Commerce (BCC)
Christine Kriek	Barclays (Payroll)
David Earle	Chartered Institute of Taxation (CIOT)
Dennis Keeling	Business Application Software Developers Association (BASDA)
Elaine Gibson	Institute of Payroll Professionals (IPP)
Jackie Petherbridge	Public Sector Payroll Group (PSPG)
Karen Thomson	Institute of Payroll Professionals (IPP)
Ken Voller	Institute of Chartered Accountants in England & Wales (ICAEW)
Maria Hennessey	Inland Revenue Electronic Exchange Network (IREEN)
Martin Benson	Baker Tilly Chartered Accountants (Employers' Consulting Group)
Matthew Brown	Chartered Institute of Taxation (CIOT)
Norman Green	LogicaCMG (computer consultancy), British Computer Society (BCS)
Paul Jackson	Payroll Alliance
Pauline Caunt	Barclays (Payroll)
Peter Bickley	Institute of Chartered Accountants in England & Wales (ICAEW)
Yvette Lamidey	Consultant/contributor to <i>Pay Advice</i> magazine, Institute of Payroll Professionals (IPP)