

# **Ethics and Responsibilities Committee: summary minutes**

## **2 December 2009 11.00 – 13.15**

### **Members**

Phil Hodgkinson  
Philippa Hird  
Chris Pond

### **Standing Invitees**

Steve Lamey  
Mary Aiston  
Judy Greevy  
Jane Frost

### **Secretariat**

Jane Bean

### **Other**

Jeff Brooker (Item 2)

### **Apologies**

None

#### **1 Matters arising**

The Committee agreed the minutes for the meeting on 21 September 2009 and reviewed the action point log.

#### **2 Data security**

Jeff Brooker updated Members on performance in relation to reporting incidents. He also informed the meeting that a revised Data Security booklet had been issued to all staff and a film was due to be launched to help people understand how security is an essential part of the organisation.

#### **3 Corporate Responsibility (CR)**

Judy Greevy briefed the meeting on the plans for 2010-11 to improve on the current Platinum status in the Business in the Community index, build on the department's reputation as a centre of excellence in this area and embed CR as the way HMRC go about their business. The Committee discussed alignment with the HMRC strategy to prioritise future activity.

#### **4 Implications for the Committee in setting the agenda for 2010**

The Committee reviewed the forward look for the next year and agreed items for follow up. They also discussed the strategic link for the Members research and review activity into specific customer groups and agreed an initial focus on those who always need help.

#### **5 AOB**

The Committee noted three information papers:

- Complaints – the process and protocols of working with the Adjudicator's Office;
- Progress against environmental targets;
- Management information

The next meeting of the Ethics and Responsibilities Committee will be 20 January 2010.