

# **Executive Committee: summary minutes 1 March 2011 @ 10.00**

## **ExCom Members**

Lesley Strathie (Chair)  
Dave Hartnett  
Mike Eland  
Melanie Dawes  
Simon Bowles  
Mike Falvey  
Steve Lamey  
Phil Pavitt  
Anthony Inglese

## **Attending**

Edward Troup (HMT)  
David Richardson (for Stephen Banyard)  
Carol Bristow  
Andrew Gordon  
Theresa Middleton  
Jon Fundrey  
Helen Boniwell

## **Secretariat**

Niran Khera

## **Apologies**

Stephen Banyard

## **1. Minutes of 1 February 2011, matters arising and action points**

1.1 Minutes from the 1 of February were agreed.

1.2 The committee noted correspondence papers on:

- Estates Strategy update

- Enterprise Release
- Workforce Management

## **2. HM Revenue & Customs 2020 update**

2.1 Melanie Dawes provided an update on the workshops which had taken place and the issues arising. The Committee discussed these and registered its gratitude for Melanie's work to date.

## **3. PAYE stabilisation**

3.1 Theresa Middleton provided an update on end of year reconciliation, annual coding and open cases.

3.2 A correspondence paper on de minimis provisions would be provided.

## **4. Review of quarter 3 resource accounts and trust statement**

4.1 Jon Fundrey presented the resource accounts and trust statement for Q3, with the trust statement on a cash basis. The full accruals-based version would be prepared at year-end (Q4). Audit and Risk Committee had reviewed both sets of accounts and suggested that the financial review should highlight HM Revenue & Customs (HMRC) achievements.

4.2 The Committee discussed the accounts, noting the importance of appropriate tone and language.

## **5. 2010-11 SIC first draft**

5.1 Anthony Inglese took the Committee through key points in the first draft. The Committee reviewed them and agreed on some further work to be done.

## **6. Tier 4 selection framework**

6.1 Mike Falvey explained recent discussions at People Matters, and the committee discussed how the process would go forward.

## **7. Any other business**

7.1 Phil Pavitt and Mike Falvey provided updates.

7.2 Lesley Strathie asked the committee to keep up to date with supplementary questions being received for the Treasury Select Committee hearings.