

Ethics and Responsibilities Committee

Summary minutes 21 September 2009, 10.00 am - 12.30 pm

Members

Phil Hodkinson
Philippa Hird

Standing invitees

Steve Lamey
Mary Aiston
Judy Greevy
Jane Frost

Secretariat

Jane Bean

Other

Chris Pond
Jeff Brooker (item 3)
Paul King (item 4)
Jaime Sullivan (item 4)
Ian Moules (shadow Jane Frost)

Item 1 Adjudicator's Office:

Judy Clements
Simon Oakes
Maria Foord

ExCom:

Lesley Strathie
Mike Eland
Simon Bowles
Cathy Wilcher
Melanie Dawes

Apologies

None.

1. Adjudicator

Judy Clements, the Adjudicator, gave a presentation covering the remit of the Adjudicator, the complaints handling process and areas of complaint that were cause for concern. The committee discussed the two areas of concern highlighted by Judy:

- A19: Extra Statutory Concessions
- tax credits

and noted the action being taken, by both HM Revenue & Customs (HMRC) and the Adjudicator's Office, to address them.

2. Matter arising

The minutes of the meeting on 7 July 2009 were agreed and the action point log reviewed and updated.

3. Data security

Mary Aiston and Jeff Brooker updated the Committee on the current priorities around data security and presented the internal communications strategy. Members discussed ownership of data security, questions in the staff survey relating to security of information and responsibility for timely reporting of incidents. The meeting agreed that the line management skills set are key to ensuring people are aware of and act upon their personal accountability for information security.

4. Green agenda

Judy Greevy updated the members on the department's current performance in relation to government environmental milestones. Paul King and Jaime Sullivan explained the financial investment required to support achievement of these milestones, the barriers to investment and the need for changes in user behaviours to improve departmental performance.

5. Forward look and any other business

Phil Hodgkinson updated the Committee following the board's review of the HMRC Charter and the ongoing work with Dave Hartnett around the committee's ongoing involvement.

The forward look was reviewed and updated.

The next meeting of the E&RC will be 2 December 2009.