

## People Committee

### SUMMARY MINUTES

28 September 2011, 09.00 – 12.00

Room 2/51, 100 Parliament Street, London SW1

<b>Members</b>	Philippa Hird, Mike Clasper, Gary Kildare.
<b>Standing Invitees</b>	Mike Falvey, Anthony Inglese, Richard Summersgill, Jim Harra
<b>Secretariat</b>	John Atkinson
<b>Invitees</b>	Dorothy Brown, Judy Greevy, Matt Kettel, Dan Thatcher
<b>Apologies</b>	None

#### **1. Minutes & Matters Arising**

**1.1** Phillipa Hird opened the meeting. The minutes of 30 June were agreed. It was agreed that the Action Point Log and the Forward Look would be circulated separately.

#### **2. Health & Safety**

**2.1** Mike Falvey outlined HMRC compliance with H&S policies and processes. He outlined the aims of People Function to manage relevant risks; to improve management capability; and to ensure progress is being made at a strategic level to allow H&S to become more integrated into the 'DNA' of the organisation.

**2.2** The Committee sought and received assurances that compliance with H&S policies is evident throughout the department, is taken seriously at all levels and that adequate and effective processes are in place.

**2.3** The Committee reviewed areas where improvements could be made.

#### **3. Workforce Transformation and Leadership**

**3.1** Dorothy Brown provided an update of the transformation programme.

**3.2** The Committee received assurance that there are clear processes in place in the programme and these are being executed in an integrated manner across HMRC.

**3.3** The Committee emphasised the need for ExCom to keep a close view on the programme and for their approach to be both corporate and transparent.

## **4. Succession Planning**

**4.1** Mike Clasper outlined new Cabinet Office guidelines on responsibilities for Departmental Boards and non-executives. The Committee discussed their approach to succession planning in light of this as part of its core responsibilities.

## **5. Diversity**

**5.1** Judy Greevy introduced a paper providing a strategic overview of diversity in HMRC. The Committee agreed there is much to celebrate in the department's approach. For example ExCom diversity leads were seen as adding great value, personal commitment and visibility to the issues. They agreed that further activity was required to be able to offer clear assurance that the necessary processes are in place across HMRC and that they are being consistently followed through. They agreed that ExCom needs to have a clear diversity action plan to ensure that talent is nurtured and that there are no barriers to diversity in selection processes.

## **6. Departmental Risk Register**

**6.1** Matt Kettel outlined an approach by which the Committee might provide effective challenge on those DRR risks that are relevant to their remit.

**6.2** The Committee agreed their earlier discussion on H&S was a good example of how this approach might work.

## **7. Any Other Business**

**7.1** There was no other business.

**7.2** Date of next meeting: 30 November 2011.