Tax Transparency Sector Board
Terms of Reference

PURPOSE

The primary purpose of the Tax Transparency Sector Board will be to:

- Drive the Departmental transparency agenda and the release of HMRC information in line with the Commissioners for Revenue and Customs Act 2005, Data Protection Act and other relevant legislation

- Inform and advise HMRC's Open Data Strategy, serving as a focal point to direct requests for data and improving the Department's understanding of the value and use of tax information to the broader benefit of the UK

MEASURING SUCCESS

The following key output will enable the Board to measure success in meeting open data requirements:

The further release of new HMRC data that could be reused for commercial purposes or analysed by academia for wider public benefit, with a particular focus on:

- large routine public service datasets
- provision of access for service users to their own identifiable data
- user feedback on services
- strategies for engagement with data users to drive social and economic growth
- supporting individuals and businesses to obtain fast, easy access to public sector data

MEMBERSHIP

Members of the Board will include stakeholders from academia and the public, voluntary and private sector and HMRC and Cabinet Office officials.

Where exceptionally members cannot attend a deputy may represent them at the Chair's discretion.

Membership is as follows :

Name	**Business Area**	**Role**
HMRC		
Edward Troup	Central Tax & Strategy	HMRC Tax Assurance Commissioner and Second Permanent Secretary
Mike Hawkins	Knowledge, Analysis and Intelligence	DD Data, Policy and Co-ordination
Cindy Bell	Central Policy	Information, Policy and Disclosure
Adrian Ball	Security and Information	Deputy Director Security & Information Directorate
Alec Waterhouse	Personal Tax	Data Integrity
Executive Agency		
Dyfed Alsop	Valuation Office Agency	Director of Strategy, People and Change
Other Government Departments		
Ed Parkes	Cabinet Office	Transparency Account Manager for HMRC
Public Sector Transparency Board		
Chris Taggart	Public Sector Transparency Board	
Academia		
Paul Boyle / Fiona Armstrong	Economic & Social Research Council (ESRC)	Chief Executive
Confidentiality and Data Protection		
Judith Jones	Information Commissioners Office (ICO)	Group Manager, Government and Society Group.
Credit Rating Agencies and Private Sector		
Don Robert / Peter Cummings	Experian	Chief Executive
Neil Munroe / Johanna Edwards	Equifax	Director of External Affairs & Communications
Think Tanks		
Paul Johnson / Jonathan Shaw	Institute for Fiscal Studies (IFS)	Director
Other Representative Bodies		
Keith Dugmore	Demographics User Group (DUG)	Director
Peter Fanning	Chartered Institute of Taxation (CIOT)	Chief Executive

Matthew Sinclair / Dominique Lazanski	Taxpayers Alliance	Director
Richard Baron	Institute of Directors (IOD)	Head of Taxation

GOVERNANCE

The Board will provide progress updates as appropriate to the:

- Public Sector Transparency Board
- HMRC Executive Committee (EXCOM)

In addition it should keep itself abreast of the developments of the Social Mobility Transparency Board.

FREQUENCY AND CONDUCT OF MEETINGS

- The board will initially meet every two months and then move to quarterly once it has developed a work plan.
- Decisions taken at the board meetings will be communicated in writing as part of the minutes
- Board members will routinely self assess their performance and review their ongoing attendance

SECRETARIAT

The secretariat will be provided by HM Revenue & Customs, KAI (Knowledge, Analysis & Intelligence) (Daniele Bega & Ian Parfitt) and will:

- Manage attendance on behalf of the chair
- Issue an agenda, which will be agreed by the chair, and papers in advance of the meeting (ideally 5 working days but a minimum of 3 working days)
- Issue minutes and action point logs within ten working days following a meeting
- Commission documents / papers from the appropriate members / Business Area