| **Action Point** | **Action** | **Initial Progress** | **Further Update** |
| --- | --- | --- | --- |
| **Actions from February 15** |
| 001/100215002/100215 | Board members to complete Skills Matrix by 27/2/15.Secretariat to conduct skills gap analysis. | Initial matrix(is) received 12/3/15.Second familiarisation visit for Board members 5 August 2015.Further familiarisation visit and engagement session due 2/12/15. | Second iteration of matrix completed for 31/10/15. Further LNA completed and circulated with suggested solution.Board members to advise any updates and matrix to be formally reviewed for June 2016.Learning needs review will be on-going.**(Agenda item 2)** |
| 005/100215 | Board members to complete Register of Interests by 31/05/15 in readiness for 3 June Board meeting | Post 3 June meeting – further consideration on wording re financial interest within the Declaration of Interests form.Agreement at 9 September meeting for Scheme manager to make final decision of wording used and sign-off policy. | Declaration forms refreshed October 15 and revised Register of Interests circulated.Register to be circulated in advance of each Board meeting for review against agenda items.Formal review/refresh annually.**COMPLETE**  |
| 009/100215 | Secretariat to update grid of progress against legal requirements. | Further update for 9 September and 2 December meetings.  | document to be retained by Secretariat as audit evidence against tPR Code of Practice requirementsOutstanding issue remains training (which will remain on-going).**COMPLETE** |
| **Actions from June 2015** |
| 002/030615 | TP to provide an update following each TPAF/TPARG meeting | To be circulated to Board members as and when provided as on-going background information | DfE Contract Manager will prepare an update following each TPAF/TPARG meeting. Secretariat to circulate (two updates as at 30/11/15). Chair presented at TPAF 6/10/15.**COMPLETE**  |
| 003/030615 | TP and DfE officials to consider learning activities to enable the Board to better understand engagement and MPOTP to consider whether Board members can be assigned dummy MPO accounts | Proposal for a presentation and supporting activities during December 2015 Board meeting.Dummy MPO would need to be linked to a dummy Hartlink member record in order to populate data. | Engagement /marketing presentation and walk-through of MPO to be included in December Board meeting.Further consideration re value of dummy MPO accounts following this session.**COMPLETE PENDING 02/12/15 SESSION** |
| 004/030615 | Chair to consider how to develop links with other Public Service pension schemes,  | KC to investigate dates of Chairs’ forum with Cabinet Office  | Chair continues to network and build working relations, including attending tPR’s newly established Chair’s Group. Chair presented at TPAF 6/10/15 **Chair to update 02/12/15 (Agenda item 3)** |
| 010/030615 | DfE officials to provide a plain guide detailing how the TPSPB will fit into the wider budget role | TPSPB Assurance Role document prepared by Richard Symms and shared with the Board 18/ 6/15. Also added to the Board area of TPs website. | Further update of Assurance Doc following feedback from 09/09/15 Board meeting.Updated version with generic timetable circulated with 02/12/15 Board papersfor wider discussion on TPSPB role.(**Agenda item 3**) |
| 011/030615Linked to 013/090915 | Further consideration of tPR’s Compliance & Enforcement Policy once published. | Policy published 4 June 2015 and circulated to Board members on 15 June for Board members to determine whether their initial issues need to be revisited.09/09/15 Board.– GA updated on discussions with TP Senior Finance Manager. TP preparing a code of Practice engagement report.  | GA has participated in the review of the engagement report. TP currently arranging a meeting with tPR to share this report and explore the issue of sanctions further.Report to be shared withTPSPB once finalised.**COMPLETE** |
| **Actions from September 15** |
| 001/090915 | Member and employer representatives to meet separately to consider the role of the Board and suggestions for scheme improvements | Two groups to prepare written reports, share with the Chair /other Board members and prepare for discussion on 02/12/15. | Post 09/09/15 note : email exchange between Chair and Board members has led to a suggestion that both groups get together to consider improvements to the scheme from member/ employer perspectives for 09/03/16 meeting.**02/12/15 agenda item 3** |
| 002/090915 | Board to consider “mock up” of the report it will need to produce for the ARC for end of scheme year (March 2016) | Details/timetable yet to be agreed | **02/12/15 agenda item 3** |
| 003/090915 | Feedback to report authors to quantify data by sector (in particular HE/FE) where possible and include arrows into RAG boxes to indicate progress from previous report | Report authors note and will comply wherever possible. Re Finance Report – late payers information for 02/12/15 shown by sector. TP propose to capture date on numbers of employees in the report prepared for the regulator. This can then be included in the TPSPB report. | **COMPLETE** |
| 004/090915 | Pru presentations to be considered for HE/FE sector | To be considered/discussed at engagement workshop on 02/12/15 | Update following 2/12/15 Board |
| 005/090915 | Secretariat to prepare timetable of key stakeholder events | Outline timetable prepared (dates and venues still to be published for most) | Outline attached with 2/12/15 Board papers. Will be completed and circulated as dates and locations advised.**ON-GOING** |
| 006/090915 | Board members to consider issue of flyer and feedback to DW. Officials and TP to consider points raised. | Subsequent to 9/9 officials have received a similar request to include a volunteering request. Officials will work with TP and the Board to establish a policy for such requests. | Work to set up a group to address this will be established in the new year.**ON-GOING** |
| 007/090915 | Secretariat to circulate agreed press Q&A in respect of the alleged fraud incident. | The case will not now be heard until the new year. Q&A have been prepared and agreed by TP and DfE Press Offices, to be used when the case concludes. At that time the Q&A will be refreshed and can be circulated to the Board. | **ON-GOING** |
| 008/090915 | Report authors requested to show data on both employer and employee numbers affected by late data return. | Reports for this quarter contains data on numbers and escalations (including engaging with the regulator) | **COMPLETE** |
| 009/090915 | To circulate TP’s plan of action in respect of actions to meet the requirements to reconcile GMP records  | GMP update included in the Admin report for this quarter. Key policy decisions still awaited from HMT/HMRC. A commercial proposition is being put in place to manage this issue. | **PLAN TO BE CIRCULATED ONCE COMPLETED**  |
| 010/090915 | IDRP report to include trend information and case studies | Trend information included from December 2015. Access to all determinations made by the Ombudsman (along with case details) are publically available on the Ombudsman’s website | **COMPLETE** |
| 011/090915 | TP to consider how best to benchmark against other schemes on complaint volumes | Officials have confirmed that it should be possible for a request to include complaint volumes into the CEM benchmarking requirement for future years.Contract manager to follow through. | **COMPLETE** |
| 012/090915 | Policy update to include an update on HMT’s consultation to pension tax relief | MB is unable to attend the Board meeting of 02/12/15, but will table a written update. Questions may be fielded on the day by Stephen Baker (Deputy Director) or submitted to the Pension Policy team for a reply. | 02/12/15 – agenda item 10**COMPLETE** |
| 013/090915Linked to 011/030615 |  | GA has participated in reviewing TP’s Engagement Document. The Chair is included onto the distribution list.Once the document is finalised it will be circulated to the Board. | TP are arranging a meeting with tPR to set out their engagement paper and discuss sanctions.**ON-GOING** |
| 014/090915 | Annual appraisal conversations for board members | Times and venues agreed.Updated blank appraisal form circulated on16/11/15. | **COMPLETE** |