| **AP** | **Action** | **Progress** | **Further Update** |
| --- | --- | --- | --- |
| **Actions outstanding from February 2015** | | | |
| 001/100215  002/100215 | Board members to complete Skills Matrix by 27/2/15.  Secretariat to conduct skills gap analysis. | Initial matrix(es) received 12/3/15.  LNA completed  Second iteration completed 31/10/15  LNA updated – further learning needs to be considered individually.  To be reviewed once revised ToR agreed in June 2016. | Review/ update underway. Updated document will be shared with Board members during Autumn 2016.  Updated learning matrix shared with Geoff Ashton for comment 24/11/6. Plan to ask David Butcher to trial.  **ON-GOING** |
| **Actions from 15 June 2016** | | | |
| 05/150616  *Link to AP 10/090316*  *14/070916*  *15/070916* | The Department to set out a provisional timetable for the re-tender project, for consideration at the next Board. | Timeline drafted for consideration at 7 September meeting, for Board to consider timings of establishing a procurement sub-committee. | Action points 14 &15 from September – DfE to work with Lee Probert draft a more detailed paper on the procurement process.  **CLOSED - update now against AP 14&15/070916.** |
| 12/150616 | The Department to confirm how the process regarding how accounts are qualified in schools in the maintained sectors operates. | Work on this was parked whilst the Annual Report and Accounts process was finalised. DfE’s Finance and Commercial Group have been approached for advice. | Update scheduled for the December Board meeting.  **CLOSED – transferred to 02/070916** |
| **Actions from 7 September 2016** | | | |
| 01/070916 | TP’s contact with the regulator to be included as a standing agenda item. | Finance, Risk and Audit Report and Administration update authors informed. Discussions on who best placed to draft this and where best to locate it. | Breaches reporting will now be included in the Administration update as opposed to the Finance, Risk and Audit Report with effect from the sub-committee reports for 8 November 2016.  Update on contact with the regulator to be added as a standard agenda item (Item 9 on 7 December 2016)  **CLOSED** |
| 02/070916  *Link to AP 12/150616* | Action point to be re-worded as maintained schools are covered by LEA audits and do not produce separate audited accounts. | DfE staff to talk with colleagues in IFD and update the Board in December | Agenda item 11 on 7 December 2016.  **CLOSED** |
| 03/070916 | DfE to amend and circulate updated sub-committee Terms of Reference. | To reflect the agreement that minutes as opposed to notes will be taken. | Updated and circulated on 19 September 2016.  **CLOSED** |
| 04/070916 | Secretariat to make arrangements for the 3 sub-committee chairs to have a pre-meeting on 18 October 2016 in Sanctuary Buildings. | SB room LG 08 booked on 8/9/16. Travel authorisation provided on 8/9/16. Escort arrangements made 7/10/16. | The three chairs met on 18 October 2016.  **CLOSED** |
| 05/070916 | Audit actions update no longer needs to be a regular agenda item. An update on progress with academies to be included instead. | Academies update to feature from 7 December 2016 agenda. | Auditor informed and provided with a further update on 7 October 2016. Periodic further updates as required.  Academies update to be included in Managing Risk and Internal Controls sub-committee item. Agenda items 8+9, 7/12/16  **CLOSED** |
| 06/070916 | Achievements of the Board:  The longer document will be sent to the Secretary of State (and Ministers) on behalf of the Chair.  The summary document will be amended to reflect the suggested drafting changes, and then passed to TP’s engagement team to refresh the style to be more member-friendly | Longer document to be included as an annex to the submission to Secretary of State. No further changes were made to it prior to this. | Short version sent to TP 13/10/16 to upload to the website.  Long version added to the Ministerial submission of 1 November which provided an update on TPSPB activities and set out proposals for re-appointments / recruitment to the Board.  Both versions (along with a link to the Annual Report and Accounts) shared for information with the Chairs of the other three main public sector schemes on 18/10/16.  **CLOSED** |
| 07/070916 | Both documents will be shared with the Board for review prior to publication | Short version circulated to Board members for comment by 7/10/16. Suggested amendments incorporated |
| 08/070916 | The further audit report on the fraud incident to be circulated to Board members when available. |  | TP’s “TPS– Audit of Internal Fraud Follow Up – Controls Evaluation” Report circulated 27/10/16.  **CLOSED** |
| 09/070916 | Due to the importance of the project MDC to feature as a separate agenda item | Administration update author informed as a separate paper will be required.  7 December 2016 agenda to include. | Agenda items 5+6 : Outcomes from the Service Delivery and Maintenance of Data sub-committee for 7 December 2016 will include.  **CLOSED** |
| 10/070916 | DfE to add the weight of the Board to discussions when seeking to push the case for payment of contributions to be included as part of the dashboard /checklist for considering financial propriety at academies. | Work continues through a new working group to develop links with the Department’s academies team and the EFA to improve the low levels of engagement being seen among new employers, specifically academies; this has also been identified as a concern by the Department’s Audit and Risk Committee. | DfE Policy team has received agreement that amendments to the main academies conversion documents, including guidance and the checklist, can be made to introduce teachers’ pensions at an earlier stage. Wording has been agreed with academies colleagues. The new academies guidance and checklist is being provided to all conversion project leads and will be in use by the end of October.  TP will continue to monitor engagement with converting schools.  An update on progress will be provided to the Managing Risk and Internal Controls sub-committee and reported to the Board via the sub-committee “outcomes” item.  **CLOSED** |
| 11/070916 | TP to provide a list of outstanding independent schools yet to submit contributions (September data) and Trefor Llewellyn will escalate via ISBA. |  | Full list of all establishments with outstanding contributions circulated to Board members on 28 September 2016. Due to comprehensive nature of the list Board members were asked not to share with third parties.  **CLOSED** |
| 12/070916 | Employer Review proposals : TP and DfE to review the proposals for improving the end of year certificate auditing process, in particular the evidence that there is a widespread problem and whether there is a better alternative to seeking to impose a particular auditor on employers (for example whether the answer is to provide an updated audit specification that has different levels of rigour targeted at different levels of risk). | SC/RL contacted 26/10 for an update. | Employer review update now included in Service Delivery and Maintenance of Data sub-committee agenda, and will be reported via the “outcomes” of this sub-committee.  Update 7 December 2016 – Agenda item 6.  **CLOSED** |
| 13/070916 | December’s Board agenda to include an item of the conclusions of the Employer Review and the key issues. | Senior Contract Manager informed of the requirement 9/9/16. Update requested on 26/10/16. | Agenda item 6 for 7 December 2016 – outcomes from the Service Delivery and Maintenance of data sub committee.  **CLOSED** |
| 14/070916  15/070916 | Contract re-tendering : DfE, working alongside Lee Probert, to produce a more detailed paper on the procurement process, in particular setting out the roles and responsibilities of the key players across the scheme governance arrangements. Within that, what the roles and responsibilities of the Board are, how the Board can cement its position within the arrangements for the next contract and ensure continuity of representation throughout the re-tendering process. | Framework of the report shared with LP during October for comment. | Agenda item 12 on 7 December 2016  **ON-GOING** (Next steps following 7/12/16) |
| 16/070916 | Separate Board papers / minutes may need to be produced to ensure future bidders do not have sight of commercially sensitive details that may provide an advantage (as minutes are made public). | Secretariat to be aware and consider separate papers vs redaction. | Noted.  **ON-GOING** |
| 17/070916 | The Department will ensure updated and accurate information regarding the £95k cap on public sector exit payments, is available on TP’s website. | Contract team contacted for an update 26/10/16 | TP advise that this information went onto the website during November 2016.  **CLOSED** |
| 18/070916 | Board re-appointments : The Department is considering options and once a decision has been reached, will share this with Board members. Confirmation will be provided in time for the December Board meeting. | A submission was submitted to the Secretary of State on 1 November 2016. Individuals will be / have been contacted and contract extension letters will be despatched during December /January 2017. | Recruitment activity will begin in December 2016 with a view to appointing replacement Board members in time to attend the 26 April Board meeting (assuming ministerial submission is approved within requested timeframe).  **CLOSED** |