

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.	Review of skills matrix template on-going, but parked until revised ToR agreed in June 2016. ON-GOING
Actions from 9 March 2016			
001/090316	The Board to formally agree the minutes at the subsequent Board meeting.	Additional lines added to the minutes document to record /date this.	Minutes will now be circulated to the Chair for signature, and uploaded to the governance area of TP's website, 3 months after the relevant Board meeting as this is the point they will be deemed "agreed". COMPLETE
002/090316	Secretariat can obtain and circulate slides from the GAD presentation to those interested.	Covering email accompanying draft 9/3/16 minutes contained a reminder.	Slides distributed on 17/3/16 to those that requested. COMPLETE
003/090316	TP to provide an update on outcomes from the analysis conducted on the first tranche of GMP records interrogated.	Report authors notified 11 March 2016.	To be included into the Administration Update – paper 10 (agenda item 8). COMPLETE
004/090316	The quarterly Administration update should (continue to) include an update on progress against the GMP reconciliation exercise. The quarterly Policy note should (continue to) include an update on those policy issues discussed at the Scheme Advisory Board.	Report authors notified 11 March 2016.	Paper 10 (agenda item 8). COMPLETE Paper 14 (agenda item 12) COMPLETE
005/090316	TP to provide an update on communications to members regarding the HMT requirement for additional 5 days of Pension Input Period data. This to include the wording due to be used in the next Annual Benefit Statement.	Report authors notified 11 March 2016.	Update in Engagement Report - Paper 9 (agenda item 7). COMPLETE

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006/090316	The reporting breaches section of the Administration report to include information relating to volumes the previous quarter for comparison purposes.	Report authors notified 11 March 2016.	Administration update for 15 June 2016 includes. COMPLETE
007/090316	A DfE official to be assigned to each of the three new sub-committees to act as a point of contact / facilitator.	Department officials to consider who will be best suited to join each group, and advise Board members.	Information included within Paper 13 (agenda item 11). To be agreed at June 2016 Board meeting. COMPLETE
008/090316	Each sub-committee to decide who will act as their Chair.	Once advised, Secretariat will circulate information to Board members and other interested parties.	Proposed chairs <i>discussed</i> via email exchange 17-18/03/16. To be agreed at June Board meeting. Paper 13 (agenda item 11). COMPLETE NB: change of wording from decided to determined following TPSPB of 15/6/15.
009/090316	DfE officials to draft terms of reference, scope and reporting protocols for the sub-committees.	Once drafted, documents to be shared with Board members for comment, with a view to having these agreed at the 15 June Board meeting.	TOR drafted and circulated for comments on 22 April .The 3 proposed chairs discussed them on 26 April. Feedback collated by DfE. Revised ToR circulated for further comment on 9 May. Paper 13 (agenda item 11) - to be agreed 15 June. COMPLETE
010/090316	Sub-group for contract re-tendering to be established. DfE Officials to provide a timeline for consideration to facilitate decision making.	Seek input from DfE Contract Management and Finance and Risk colleagues.	On-hold. To be discussed once ToR and composition of 3 sub-groups complete / agreed. ON-GOING
011/090316	Department officials will draft a paper, for the 15 June Board meeting setting out the	JR to complete. Revised ToR, T&C and illustrative	Paper 6 (agenda item 4), sets out the revisions to the role, ToR and Terms

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	proposed changes to the assurance role to ensure that the Board can fulfil its role appropriately.	organogram to feature as annexes.	and Conditions. Annex C is re-working of original Assurance paper. COMPLETE
	Department officials to create an updated organogram depicting the overall governance structure and the Board's place within it.	See above	Annex A to Paper 6 (agenda item 4). COMPLETE
	Department officials to create a table of the actions arising from the TPS governance audit report to review how the changes proposed align with these.	Table created and shared with both Board members and auditor for information on 24 March 2016.	Updated for June 2016 and included at Annex F to paper 6 (agenda item 4). COMPLETE
012/090316	Chair to consider Board meeting dates for 2017 to co-ordinate future meetings with key financial / assurance events.	Proposals provided to Chair in May 2016 for consideration.	Annex D to paper 6 (agenda item 4). COMPLETE
013/090316	The TPSPB Terms of Reference (and supporting documents) to be updated to reflect the changes to the role discussed.	Fully updated ToR completed following consideration of re-working of 2.4 and 6.1 at March 2016 Board meeting.	Annex B to Paper 6 (agenda item 4) COMPLETE
014/090316	The interim 9-month Governance Statement to be circulated to Board members as soon as it is available.	Secretariat liaising with Senior Risk & Finance manager.	Document circulated on 24/03/16. COMPLETE