| **AP** | **Action** | **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(es) received 12/3/15.LNA completedSecond iteration completed 31/10/15LNA updated – further learning needs to be considered individually. | Review of skills matrix template on-going. Additional learning activities identified to meet skills/knowledge gaps e.g. GAD presenting at 9 March 16 meeting.**ON-GOING** |
| **Actions from June 2015** |
| 002/030615Link to 002/021215 | TP to provide an update following each TPAF/TPARG meeting. | Contract manager will draft an update report following each meeting.  | Post 2/12/15 meeting – report to be supplemented by action log and outcomes report from each meeting.NB: both forums to be re-structured in early 2016, all outcome paperwork will be circulated.**COMPLETE**  |
| 011/030615 | TP’s Engagement Paper (re implementing the tPR’s Code of Practice within TP) to be circulated. | TP to complete discussions with tPR in December 2015, thereafter to share with the Board. | Paper circulated on 8 December 2015 (with 2 December 2015 minutes)**COMPLETE** |
| **Actions from September 2015** |
| 001/090915Link to AP 005/021215 | Member and employer representatives to meet separately to consider the role of the Board and suggestions for improvements | Group reports submitted to 02/12/15 meeting for consideration.  | Further meeting of 8 Board members on 16/02/16.**09 March - Agenda item 8**  |
| 002/090915 | Board to consider a “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. DfE corporate finance working with TP to produce a timetable of milestones.  | SJ to present a paper for discussion compiled by finance project board, on 9/3/16.**09 March – agenda item 8** |
| 005/090915 | Secretariat to prepare timetable of key stakeholder events | Outline timetable prepared for 02/12/15 – feedback indicated a “two-part” list capturing details of external and internal events, and listing group members would be more useful. Board members may be able to contribute details. | Draft internal and external calendar circulated 15/02/16. Final details (e.g. HE/FE, TPAF/TPARG) awaited and an updated version will then be circulated and uploaded to website. On-going review and refresh with formal annual update (each spring).**COMPLETE** |
| 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 received a similar request to include a volunteering request. Officials will work with TP and the Board to establish a policy for such requests. | Secretariat to review DPA requirements and seek expert advice. Proposal paper under consideration by S Baker; will be shared with TPSPB when review complete.  **ON-GOING** |
| 007/090915 | Secretariat to circulate agreed press Q&A in respect of the alleged fraud incident. | Q&A have been prepared and agreed by TP and DfE Press Offices, to be used when the case concludes.  | Q&A circulated on 8 December 2015 (with 2 December 2015 minutes)**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. | GMP presentation scheduled for 9 March 2016 Board meeting.**09 March - Agenda item 4** |
| 013/090915Linked to 011/030615 | TP’s Code of Practice Engagement Plan to be shared with Board once completed for review. | GA participated in reviewing TP’s Engagement Document. The Chair is included on the distribution list.The document will be circulated to the Board once finalised.TP arranged a meeting with tPR to set out the engagement paper and discuss sanctions. | Paper distributed 08/12/15(with 2 December 2015 minutes)TP now have monthly meetings with the Regulator.**COMPLETE** |
| **Actions from 2 December 15** |
| 001/021215 | Minutes from previous meeting to be included in subsequent meeting papers. | Will be included from March 16 onwards | **COMPLETE** |
| 002/120215Link to 002/030615 | Circulate action log and outcomes report along with Contract Manager TPAF/TPARG meeting update, following each meeting. | To be circulated from first meeting in 2016 onwards.  | N.B: There are plans to review/revise the structure and remit of both groups; meetings to be held on separate dates to underscore the differences between the groups. Once advised the dates will be added to the stakeholder event calendar.**COMPLETE** |
| 003/021215Link to 005/090915 | TPAF and TPARG dates to be added to stakeholder timetable. | actioned | Dates included into stakeholder event calendar. See AP 002/030615 and AP 02/021215 above. **COMPLETE** |
| 004/021215 | Suggestions made by member group to improve general TPSPB working practices to be adopted | -Board members able to input to agenda-Minutes to be included with Board papers for subsequent meeting-clearer labelling of Board papers | Implemented**COMPLETE** |
| 005/021215 | Further discussions on the role of the Board to take place in March. | Board members should embrace the opportunity to attend stakeholder events.The internal auditor’s report due to be published at the end of January will include feedback provided by Board members on their role. | **9 March - Agenda item 8** |
| 006/021215 | TP/DfE to draft a response to the note prepared by the employers group on issues/questions raised at on 27/11/15. |  | Circulated 19/01/16 and 21/01/16 (IT issues)**COMPLETE** |
| 007/021215 | DfE to consider how best to develop a process that takes into account the role of the Board in respect of significant changes to the administration of the scheme. | Contract manager preparing a discussion document for consideration at the Board member meeting on 16/02/16. | **9 March – Agenda item 8** |
| 008/021215 | Board agenda/report to flag which issues are contractual and thus outside the remit of the Board | Practice to be adopted. | **COMPLETE** |
| 009/021215Link to 010/090915 | TP to consider how best to meet the Board’s request for (rolling) 3 years of comparable data on the IDRP/complaints report. | TP report author contacted 14/01/15. | TP to include some changes to the report for March 2016 Board.**COMPLETE** |
| 010/021215 | Report authors requested to include information on the 0.8% administration charge to the “costs to the scheme” section. In particular where this relates to an over or under recovery. | Feedback to report authors  | March’s Finance, Risk and Audit report to include clearer information.**COMPLETE** |
| 011/021215 | DfE contract manager to share the list of those suppliers under consideration to support monthly data collection to allow sectors to cross reference. |  | Information circulated by email 18/12/15**COMPLETE** |
| 012/021215 | TP and DfE to consider how best to capture qualitative and quantitative data to feed into consideration / decision making re MDC. | TP have discussed with DfE and introduced a formal feedback process into the project which gives all organisations participating in MDC the opportunity to provide feedback. This has been applied retrospective for those who have already boarded with MDC and will be standard for organisations who transfer to MDC in the future. | March Administration Report will include an update.**COMPLETE** |
| 013/021215 | TP to share the outcome of the review following implementation of recommendations to improve processes following the recent alleged fraud incident. |  | Administration update for 9 March 2016 Board meeting covers the key points. Outcome of the review included as Appendix to the Administration Report.**COMPLETE** |