

ACTIONS ARISING FROM SUB-COMMITTEE MEETINGS ON 8 NOVEMBER 2016

SD – Relates to Service Delivery and Maintenance of Data sub-committee (SD&MD)

IM – relates to Information to Members and Communications sub-committee (IM&C)

MR- relates to Managing Risk and Internal Controls sub-committee (MR&IC)

Action Point	Details	Progress
Service Delivery and Maintenance of Data		
SD1/081116	The current process for setting new outcome measures was clarified. It was agreed that the sub-committee should be informed of changes and the reasons for re-setting targets. David Heslop advised that he will shortly be proposing a new target for the MPO accounts for DfE approval. The sub-committee will be updated on progress.	Update included in the 29 March 2017 Administration Report (Outcomes) CLOSED
SD2/081116	David Heslop to provide MDC and Employer Review update on 7 December for TPSPB meeting.	Agenda items 6 for 7 December 2016 TPSPB meeting. CLOSED
SD3/081116	DH to provide “Actives” data to the sub-committee for the meeting on 29 March 2017.	Agenda item 4 for 29 March 2017 sub-committee. CLOSED
SD4/081116	Sue Crane to provide an update on the data strategy at the 29 March 2017 meeting.	Agenda item 5 for 29 March 2017 sub-committee. CLOSED
SD5/081116	There is a policy uncertainty regarding the impact of GMP on deferred members after 2018 that is dependent on the outcome of the current consultation. It was agreed that consideration should be given to whether members should be made aware of the consultation – but that the issue should be considered by the Comms Group. Kathryn Symms to pass on action to Comms sub-committee	Discussion at 7 December 2016 TPSPB. Action arising from this for Secretariat to circulate links to: <ol style="list-style-type: none"> 1. The State pension Age Independent Review (closed on 31/12/16 for those who wished to contribute) 2. The Occupational Pensions (draft regulations, legislative review and GMP equalisation methodology). This closed on 15/1/17. 3. The interim report - Independent (Cridland) Review of the State Pension Age, published in October 2016. Circulated on 9 December 2016. CLOSED
SD6/081116	DfE to discuss communication strategy with RSC, in particular whether RSC presentations could include information about the TPS.	John Brown (DfE TPS Policy lead) provided a list of contacts at the RSC. KS to establish contact and discuss. KS to update at Agenda item 1 for 29 March 2017. CLOSED

Information to members and Communications		
IM1/081116	TP to determine whether they could include a link to the formula for calculations in the calculator modelers.	TP Engagement team investigating with TP's Policy and Technical Team. ON-GOING
IM2/081116	TP to review "background pictures" (e.g. on benefit statements) to ensure they better represent the workforce which is 75% female	Feedback from the sub-committee will be considered alongside that received from other users when "style" is next reviewed. CLOSED
IM3/081116	TP to ascertain how teacher reference numbers are generated and whether the first two digits still reflect the year when training commenced	TP have researched this and there is no correlation between the teacher reference number and the year of qualification. CLOSED
IM4/081116	Secretariat to forward slideshow to DW and arrange a 1 to 1 with TP engagement team if required	Forwarded on 10/11/16. One to one not required. CLOSED
IM5/081116	Future reporting of progress against outcome measures to provide additional information to show in-year progress against contract year 6 targets, clarify how the green/amber assessment is conducted and details of how the targets were/are set.	To be included in future Engagement Reports. CLOSED
IM6/081116	Governors to be included in TP MDC communications	From January 2017, escalation to school governors is now an integral part of the communication process for those employers who have yet to engage in the MDC process. CLOSED
IM7/081116	Annex A to the report captures a high-level summary of deliverables. The sub-committee asked that information in future narrative reports includes current issues and progress made.	Report author will include this in future reporting. CLOSED
IM8/081116	The 2017 Engagement plan will be circulated to sub-committee members for comment before the end of December.	Circulated to sub-committee members for comment on 8/12/16. CLOSED
IM9/081116	The draft engagement plan will include details of the critical success factor (CSF) targets and rationale on how the targets are determined.	CSF data circulated alongside the plan in December 2016. CLOSED
IM10/081116	TP to continue to review age-related data and take a practical approach to ensure postal and phone options are more clearly signposted. TP to consider whether a tick-box can be added to on-line	TP to note. Evidence gathered does not support the requirement for a

	P60's for postal copies.	system change, but TP will continue to monitor. CLOSED
IM11/081116	Although employers have a general responsibility to share information, TP to look into this further and consider how they might develop partnership working or provide training to employers.	TP has a programme of training for employers which they can elect to attend – for example through seminar and webinar sessions, direct contact with Employer Relationship Managers and Operational Stakeholder Engagement leads and via online training material. TP continue to seek additional ways to build relationships. CLOSED
IM12/081116	TP to consider how they can support those members falling into the transition period, moving from the old to the new state pension provision.	Information is now available on the website. CLOSED
IM13/081116	TP to consider how best to provide information to the sub-committee on potential and future use of social media.	Presentation to be provided at the March 17 sub-committee meeting. Any additional reporting identified will be considered for inclusion in future reports to the sub-committee. CLOSED
Managing Risk and Internal Controls		
MR1/081116	Sub-committee to link risks to sub-committees and/or TPSPB for clarification of remit, responsibility and lead.	This is part of the agenda to allow the sub-committee to both review the Risk Register and ask questions, as well as agree what are the top 3 for additional scrutiny. CLOSED
MR2/081116	The risk associated with underpayment of lump sum retirement benefits (2 nd bite PI) is to be added to the Risk Register once plans on how to proceed have been determined.	The second bit PI “recovery” project is in train and all risks are being managed within that project, with Contract Manager oversight. DH can provide an update at the sub-committee meeting on 29 March, if required. CLOSED
MR3/081116	MR&IC sub-committee to hold a conference call in late January 2017 to discuss the interim governance statement and next steps.	Dec 2016 – JG and PS agreed that interim governance statement will be circulated by email for comment in the first instance, with a telephone conference arranged where a need is identified. The interim governance statement was circulated via email on 25 January 2017. CLOSED
MR4/081116	TP to review the range of demographic information mentioned in the minutes for agenda item 8	This action needs to be reviewed again with the sub-committee as the TPSPB member has now left and it is not clear what risk

		she was looking to mitigate/understand by this analysis request. REVIEW – 29 MARCH 2017.
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DfE General	
1	Sub-committee chairs and DfE points of contact to have pre-meets as standard
2	Sub-committee chairs to provide verbal or written updates to the TPSPB and confirm they have “been assured” (preference to be determined via email with chairs)