| **AP** | **Action** | **Progress** | **Further Update** |
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| **Actions from 26 April 2017** |
| 11/260417and 7/120717 | Prudential: Following discussion, it was agreed to invite Prudential to give a presentation on AVC’s, and the issues involved, to the TPSPB. | An update on the progress of the TAVC fund review, as outlined at the July 17 MAG, was provided to the 18 October 2017 TPSPB meeting. Further updates were provided at both 8 July 2018 and 24 October 2018 TPSPB meetings. | DfE to liaise with Prudential regarding a presentation to the TPSPB.**ON-GOING** |
| **Actions from 18 April 2018** |
| 1/180418 | MDC2/MCR: SC and DH confirmed that “lessons learned” are informing MDC2 /MCR development and that these, and best practices, are to be shared with Cabinet Office. Details will be shared with the Board.  | The business requirements are being developed and will be made available for TPSPB review before they are finalised. SC/DH updated on progress at 18 July and 24 October TPSPB meetings.IM&C s/c deep-dive topic 240918. | 24/10/18 - SC updated on progress regarding the development of the requirement, who officials are consulting with and how decisions are being reached in terms of acting on feedback from the consultation.  SC will continue to provide regular updates (to the MR&IC sub-committee in the first instance) until the requirement is defined. Update at agenda item 2 for TPSPB on 23 January 2019. **ON-GOING** |
| AP8/180418 | MDC2/MCR: The final proposal document should be reviewed by the TPSPB. | The business requirements are being developed and will be made available for TPSPB review before finalising them. DH and SC updated TPSPB on the development of business requirements at 18 July and 24 October 2018 meetings. | SC to continue to provide regular updates (to the MR&IC sub-committee in the first instance) until the requirement is defined.  Update at agenda item 2 for TPSPB on 23 January 2019.**ON-GOING** |
| **Actions from 24 October 2018** |
| AP1/241018 | TAVC update : As there was a formatting error in paras 1&2 of Paper 5, Secretariat will refresh and recirculate |  | Paper corrected and re-circulated on 25 October 2018.**CLOSED** |
| AP2/241018 | Update on sub-committee chairs meeting: Sub-committee forward work plans - Once completed these are to be presented to the TPSPB. | Draft list(s) of suggestions circulated by secretariat on 15 October 2018 for s/c chairs to use in discussion to determine 4/5 priority areas and add other topics. | Sub-committees discussed on 12 December. MR&IC and SD s/c’s are seeking further input from DfE points of contact to ensure topics align with financial and other cycles.Agenda item 2 on TPSPB of 23 January 2019.**ON-GOING**   |
| AP3/241018 | Update on sub-committee chairs meeting: TPARG : It was agreed that the invitation extended to one member and one employer representative from TPARG to attend/observe the Service Delivery sub-committee would be trialled and reviewed after a year. | An action point from the Service Delivery s/c is for Sue Crane to approach members at the next TPARG meeting to extend the invitation. | SC extended the invitation to TPARG members at the meeting on 30 November 2018. TPARG welcomed the invitation and will advise SC if/when any members would like to attend.**CLOSED** |
| AP4/241018 | Update on sub-committee chairs meeting: Sub-committee commitment: Each member and employer representative on the TPSPB should be required to join a sub-committee (or more if they wish), to meet their 10-20 day commitment. | This is also an action on the log for the sub-committee chairs annual meeting. | Sub-committee Terms of Reference have been updated to reflect this requirement. Due to be discussed/agreed under Agenda item 5 (paper 7) at the TPSPB on 23 January 2019.**CLOSED** |
| AP5/241018 | Update on sub-committee chairs meeting: Vice Chairs for sub-committees: It was agreed to utilise the appointment process for the chairs to appoint vice-chairs. Sub-committee Terms of Reference to be refreshed to include this provision.  | This is also an action on the log for the sub-committee chairs annual meeting. | To be discussed under Agenda item 5 on 23 January 2019. Terms of Reference have also been updated (Paper 7) to reflect the requirement. **CLOSED** |
| AP6/241018 | Governance (diagram): The diagram clearly sets out the governance structure, although it was observed that the “support and challenge” heading could be broadened out to include regulation and a number of other small improvements were suggested. | Secretariat will make these changes and re-circulate the diagram. | Updated document circulated to all Board members on 7 November 2018.**CLOSED** |
| AP7/241018 | Managing Risk sub-committee feedback :It was agreed that whilst the Board would review the full risk register annually, for the other three Board meetings the top 5 risks with some accompanying narrative should be reported to allow the Board to take assurance.  | After the TPSPB meeting of 24 October 2018, it was decided to retain the Dashboard and Dashboard Overview documents as TPSPB Papers which captures the top risks as identified by the DfE/TP risk committee).  | The requirement for further supplementary information on top risks remains under discussion at both the MR&IC sub-committee and the TPSPB.**ON-GOING** |
| AP8/241018 | AOB - Changing role of the tPR:It was agreed that it would be useful for the TPSPB to receive a brief update report at the next meeting setting out progress and any governance issues following TP’s involvement in the 1-year trial of the “supervision approach”. | JR to update under agenda item 2 on 23 January 2019. | Tania Edwards of tPR has offered to attend a Board meeting and given a presentation setting out the changes to the role/ relationship. We are looking to determine when would be the most appropriate time.**ON-GOING** |