

AP	Action	Progress	Further Update
Actions outstanding from February 2015			
001/100215	Board members to complete Skills Matrix by 27 May 2015.	Two rounds of skills matrix completion, gap analysis and training provision completed. Matrix reviewed following revision to ToR in June 2016.	Learning matrix updated. Reviewed by Geoff Ashton January 2017. David Butcher trialled/feedback during February. Used to support induction / learning for new Board members recruited in February 2017.
002/100215	Secretariat to conduct skills gap analysis.	Completed and training requirements met.	CLOSED
Actions from 7 September 2016			
14/070916 15/070916	Contract re-tendering: DfE, working alongside Lee Probert, produced a detailed paper on the procurement process, setting out the roles and responsibilities of the key players across the scheme governance arrangements – including roles and responsibilities of the Board.	Paper initially produced for September 2016 Board and updated for the December 2016 Board.	Further update will be provided for 26 April 2017. The Board will then consider further the timeline for establishing a supporting sub-committee. Update now via AP16/071216
Actions from 7 December 2016			
1/071212	Further discussion to take place (via the Information to Members and Communications Sub-committee) on TPSPB annual reporting to ensure Board members remain content with its approach.	Long version prepared to update Secretary of State and Ministers. Short version prepared for stakeholders and posted on TP's website.	Added to the agenda for March 2017 and outcome recorded in sub-committee minutes. Sub-committee to update the TPSPB at the April 2017 Board. CLOSED
2/071216	TP engagement team to investigate what data is available regarding how many people have viewed the TPSPB report, and whether there is any supporting demographic data.		TP provided data on open-rates to support discussions at the IM&C sub-committee meeting 29 March 2017. CLOSED

AP	Action	Progress	Further Update
3/071216	Learning matrix. Review and refresh.		See APs 001/00215 & 002/100215 CLOSED
4/071216	Department officials to work with OHAssist Ltd to review their guidance material to include: i) details to aid completion of application form ii) consideration of specific communications with members with deteriorating conditions (particularly those not in work).	DfE Policy Team colleagues advise that as this is an operational issue it should be handled by TP working with OHAssist Ltd.	TP technical team have set out a plan detailing the forms and guidance requiring review /revision and have agreed a timetable with OHAssist Ltd. Update to the TPSPB will be via the Information to Members & Communications sub-committee update. CLOSED
5/071216	Underpayment of lump sum retirement benefits (2 nd Bite PI): Improvements on 3 lines of defences to be shared with the Board (via the Service Delivery sub-committee).	TP/DfE colleagues to provide regular updates to the Board and Service Delivery sub-committee.	Covered under agenda item 4 - Service Delivery sub-committee on 29 March 2017 and via the narrative report. Updates to the TPSPB will be via the Service Delivery sub-committee update. CLOSED
6/071216	MDC –TPSPB to be kept updated on how TP plan/will handle the anticipated “April bulge” of employers on-boarding.	Via the Service Delivery sub-committee	Covered under agenda item 4 – Service Delivery sub-committee on 29 March 2017 and via the narrative report. CLOSED
7/071216	MDC(2) –TPSPB to be kept updated during the life of the project – including information on timelines as available.	Via the Service Deliver sub-committee, but with specific updates on the TPSPB agenda.	Covered under agenda item 4 – Service Delivery sub-committee on 29 March 2017 and via the narrative report. Agenda item 6 – TPSPB 26 April 2017 ON-GOING

AP	Action	Progress	Further Update
8/071216	<p>Information to Members & Communications sub-committee to maintain a watching brief regarding the Board's concerns about vulnerable groups, and report to the TPSPB as appropriate.</p> <p>Secretariat to liaise with Paul Kett's office regarding any information on work that other departments are conducting looking at the "vulnerable" age-group which can be shared with TP.</p>	Information provided by PK's office has been shared with TP to determine if there is any useful information.	<p>On-going as required via the Information to Members & Communications sub-committee.</p> <p>Treating Customers Fairly presentation planned for 12 July TPSPB meeting.</p> <p>CLOSED</p>
9/071216	Managing Risk and Internal Controls sub-committee to share annual audit plan when completed.		<p>Circulated for comment to Managing Risk and Internal Controls sub-committee on 12 January</p> <p>CLOSED</p>
10/071216	Secretariat to forward a link to HMT's consultation on equalisation of GMPs to Board members as they may wish to contribute.		<p>Links (x3) circulated to all Board members on 9 December 2016.</p>
11/071216	Links to the Cridland review/interim report on State Pension Age also to be circulated.		<p>GMP overpayment data TP provided to HMT shared with TPSPB on 9 February 2017.</p> <p>CLOSED</p>
12/071216	Following recent ministerial approval, Secretariat to issue re-appointment letters to those Board members who requested a second term of appointment.		<p>Issued to the 5 Board members seeking a second term, on 13 December 2016.</p> <p>CLOSED</p>
13/071216	Recruitment activity to commence shortly to replace one employer representative and one member representative who did not seek re-appointment.	The Minister has asked us to consider how to widen the pool of applicants.	<p>Recruitment activity commenced 9 January 2107. New Board members appointed wef 13 March. Approval to extend TPSPB by 2 members (1 member & 1 employer rep) received. Recruitment activity began in March with a view to appointments in the summer.</p> <p>CLOSED</p>

AP	Action	Progress	Further Update
14/071216	As Alice Robinson is not seeking re-appointment to the Board, the post of Chair for the Service Delivery sub-committee falls vacant from February 2017. Sub-committee members invited to self-nominate for the position; the Department will review and make recommendations to the TPSPB Chair.	One self-nomination received. Recommendation supported by the Chair.	Dave Wilkinson appointed as Chair of the Service Delivery sub-committee from February 2017. CLOSED
15/071216	Annual appraisals for Board members to take place in January 2017. Secretariat to co-ordinate.	Newly appointed and departing Board members exempt.	Board members to provide self-assessments ahead of agreed appraisal date. Appraisals completed by 21 April 2017. CLOSED
16/071216	Contract re-tender: The Department to prepare a further paper for the April Board outlining progress and setting out a simplified version of the business case stages and the timetable.	It is proposed to establish a sub-committee during summer /autumn 2017.	Agenda item 12 for 26 April 2017. ON-GOING