

AP	Action	Progress	Further Update
Actions from 26 April 2017			
8/260417	<u>Risk Register</u> : Whilst an in-depth review of risk had been delegated to the Managing Risk sub-committee, the Board would value seeing a record of the main risks, and progress made against them, on an annual basis. It was agreed that these should be considered each March / April to support the Annual Reporting cycle.	Changes have been made to the risk register following both feedback from 17/01/18 TPSPB and appointment of the new Senior Risk & Finance Manager (DfE).	Agenda item 7 for the TPSPB on 18 April 2018. NB: links to AP's 3/170118 and 8/170118 which will be updated under the same item on 18 April 2018. CLOSED
11/260417 and 7/120717	<u>Prudential</u> : 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 TPSPB meeting.	Prudential will be invited to provide a further update to the TPSPB on proposed /agreed funding changes following the annual MAG meeting in July 2018. ON-GOING
Actions from 12 July 2017			
8/120717	<u>Benchmarking data</u> : Secretariat to liaise with PCSPS secretariat to determine whether the "big 4" would be prepared to voluntarily share data that is collected to support the annual CEM Benchmarking exercise with each other.	Scott Spencer (Cabinet Office - PCSPS secretariat) to investigate and take forward. Public sector chairs met with Rupert O'Neill (Cabinet Office Head of HR People Management) in December 2017. Procurement/ Market Intelligence workshops will be set up.	"Big 4" chairs have discussed closer sharing of CEM Benchmarking report and are liaising with John Simmonds at CEM to agree how data can be produced to capture just details on the Big 4 as a peer group. Still waiting for Cabinet Office to set up the proposed seminars. TPSPB outgoing Chair, along with the Chairs from the Civil Service and NHS Schemes, has written directly to Rupert McNeill at Cabinet Office to prompt. NM to follow up, and report progress, as a participant at the next Big 4 meeting (date yet to be notified). CLOSED

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1/181017	<u>Telephony</u> : The Board asked for a full written telephony update at each TPSPB meeting whilst this remained an important current issue.	Secretariat noted for future requirements and Service Delivery report author(s) notified. Paper 10, agenda item 4 TPSPB 17 January 2018.	Agenda item at Service Delivery sub-committee meeting on 21 March 2018. Agenda item 4 - TPSPB 18 April 2018. ON-GOING
2/181017	<u>Scheme Valuation</u> : The TPSPB asked for an update on the valuation process for the meeting in January 2018, to ensure they do not lose sight of progress.	Verbal update under agenda item 11 on 17 January 2018.	Still waiting on details from HMT – further verbal update to be provided at TPSPB 18 April 2018. ON-GOING
Actions from 17 January 2018			
1/170118	Secretariat to consider sub-committee date for informal meetings between new chair and Board members, and to be mindful of this when drafting the induction schedule.	The appointment process for the new chair took longer than anticipated (as the Minister asked to meet the top two candidates), and was not completed until March 2018.	Insufficient time to arrange a separate session. However, arrangements for 18 April TPSPB to include informal lunch for BMs to meet new chair. NM has also indicated his wish to attend/observe the next two rounds of sub-committee meetings and will attend the commercial s/c on 18 April. CLOSED
2/170118	<u>Contract management presentation</u> : DfE Senior Contract Manager to update the governance slide in her presentation pack to include the TPSPB sub-committees (in particular the Managing Risk s/c's role in considering risk).		Completed following the January meeting. CLOSED
3/170118	DfE to update on progress made with TP to review the current solution, emerging risks and identification of warning signs of future	Links to two other agenda items: 8/260417 and 8/170118.	See agenda item 8/260417 update. This will be included under TPSPB Agenda item 7 on 18 April 2018 where a review of the full

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	problems (e.g. learning lessons from the recent telephony issue).		(and revised) Risk Register will feature. CLOSED
4/170118	<u>Telephony</u> : Telephony data slides created for the December 2017 sub-committee meeting to be updated and routinely provided to the sub-committees.	DfE Senior Contract Manager has confirmed that these will be provided to sub-committees going forward.	Each sub-committee was provided with appropriate telephony data slides for the meetings on 21 March 2018. CLOSED
5/170118	<u>MDC on-boarding</u> : TP are working to provide assistance to those employers who require support to provide data on a regular basis and are looking at how to escalate matters regarding those who have yet to engage with the process.	MDC is updated at the Service Delivery and Maintenance of Data sub-committee meetings, including on 21 March 2018.	An update to be provided under Agenda item 3 - TPSPB 18 April 2018. CLOSED
6/170118	<u>Sub-committee ToR</u> : Proposed changes as set out in the draft amended sub-committee ToR were agreed, Secretariat to action.		Secretariat completed the changes and circulated updated version to all Board members on 22 January 2018. Updated version uploaded to TP's website on 24 January. CLOSED
7/170118	<u>TPSPB ToR</u> : Proposed changes to the TPSPB ToR agreed. Secretariat to action.		Secretariat completed the changes and circulated updated version to all Board members on 22 January 2018. Updated version uploaded to TP's website on 24 January. CLOSED
8/170118	<u>Policy changes - contingency planning</u> : SC undertook to review the risk register and associated controls relating to policy risks	Links to two other agenda items: 8/260417 and 8/170118.	See agenda item 8/260417 update. This will be included under TPSPB Agenda item 7 on 18 April 2018 where a review of the full

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	using scenarios to develop appropriate controls.		(and revised) Risk Register will feature. CLOSED
9/170118	<u>Expenses</u> : The Expenses policy to be revised to reflect the provision that DWP have agreed to reimburse Board members when expenses are incurred (i.e. when booked) rather than waiting until the meetings have taken place.		Amendments made. Revised Expenses Policy circulated to Board members on 8 February 2018 and added to TP's website. CLOSED
10/170118	<u>Expenses</u> : Secretariat to continue to liaise with a DWP to resolve outstanding claims.		Secretariat remain in on-going contact with DWP shared services. Claims outstanding on 17 January 2018 paid by 9 February 2018. CLOSED