**TEACHERS’ PENSION SCHEME PENSION BOARD (TPSPB)**

**Wednesday 3 June 2015 14:00 – 16:00 Sanctuary Buildings Room 2:13**

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|  | **Subject** | **Details** | **Lead** | **Time** |
| 1 | Introduction | Attendance and Apologies | Chair | 1400 |
| 2 | Action Points | By exception (annex A)  007/100215–Reporting Breaches Policy | Sec. | 1405 |
| 3 | Training and Feedback from TP visit | Board members who attended the familiarisation visit to Capita TP on 20/05 to feedback to colleagues. Update on training more generally, including relations with other Public Service Pension Boards. | All | 1410 |
| 4 | TPS Administration Update | - Service Performance  - Update on current projects / initiatives  - Service improvements  - impact of changes to Scheme coming into effect on 1 April  - Complaints – volume and topics | All | 1420 |
| 5 | Finance & Risk Report | - Scheme Finances  - Supplier Finance  - Risk update  - Internal Audit update | All | 1440 |
| 6 | Engagement & Communications Report | - Engagement update  - Campaigns / reform  - Forward look | All | 1500 |
| 7 | End of Year Assurance | - Discuss End of Year Assurance Statement provided by TP to inform end of year process.  - Update on current position of NAO Annual Report and Action Plan  - Board’s role and input into drawing up and scrutiny of DfE formal accounts | All | 1520 |
| 8 | TPR Compliance & Enforcement Policy | Discussion on points arising from consideration of the Pension Regulator’s Compliance and Enforcement draft Policy | All | 1545 |
| 9 | Policy report | Update on policy issues | Marcus Bell | 1555 |
| 10 | AoB |  | All |  |
| Next Meeting : Wednesday 9 September 2015 - Sanctuary Buildings Room LG 03/04. | | | | |

**Annex A :**

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| **Action Point** | **Action** | **Progress** | **Further Action** |
| 001/100215 | Board members to complete Skills Matrix by 27/2/15 | Matrix(es) received 12/3/15. | Second iteration due 31/5/15. |
| 002/100215 | Secretariat to conduct gap analysis and develop a schedule of activities | Gaps in skills and/or knowledge identified  Schedule of activities considered.  TPS Reform training document shared 15/4/15  Finance Report shared 12/5/15.  Familiarisation visit to Capita 20/5/15.  Further review to be conducted on matrixes returned 31/5/15. | Familiarisation visit to TP arranged 20/05/15.  Consideration of further visit for those Board members unable to attend on 20/05.  Additional activities to be considered as required. |
| 003/100215 | Secretariat to amend Performance Management Policy. | Paragraph added on relationship / issue handling. TL review. Chair review.  Circulated to Board members 12/3/15. | Added to Board area of TP’s website. Link shared with Board members 13/4/15. **COMPLETE** |
| 004/100215 | Officials to consider Board re-appointment process, linking to appraisal timetable. | Paper prepared for Chair (6/3/15) setting out some principles and options.  31/3/15 paper shared with the Board for consideration. Board members supportive. | Added to TP website to supplement information on Board appointment process, meeting public information requirements of tPR Code of Practice. **COMPLETE** |
| 005/100215 | Board members to complete Register of Interests by 31/05/15 | As at 27/5 7 of 12 completed Declarations received. Consolidated register compiled 27/5 based on declarations received. | **Agenda item 2 :**  Discuss experience of capturing personal potential COI information & conduct first review of register. |
| 006/100215 | Secretariat to amalgamate Public Information & Record Keeping Policies. | Policies amalgamated. Reviewed by Chair 2/3/15. Circulated to Board for review 12/03/15. | Added to Board area of TP’s website. Link shared with Board members 13/4/15. **COMPLETE** |
| 007/100215 | Secretariat to amend Reporting Breaches Policy. | Policy updated to include Board-specific scenarios. Circulated to Chair for review 20/5/15. Circulated to Board members with 3/6 papers. | **Agenda item 2:**  Discuss and sign off. |
| 008/100215 | Legal Requirements to be reviewed by legal advisers prior to sign off by Richard Symms as Head of Policy team. | Document reviewed by legal advisers 3/3/15  Signed off by RS 5/3/15. | Added to Board area of TP’s website. Link shared with Board members 13/4/15. **COMPLETE** |
| 009/100215 | Secretariat to update grid of progress against legal requirements. | Grid circulated with Board papers for 3/6 meeting. | On-going update by Secretariat as audit evidence for tPR Code of Practice requirements. |
| 010/100215 | End of year assurance statement from TP | Agenda item 7 for Board meeting of 3/6/15 | **COMPLETE** |
| 011/100215 | Feedback to draft Board Report authors | Feedback session 20/02/15  Dry-run for 10/4/15 (based on February data)  Dry- run for 6/5/15 (based on March data)  Dry-run for 22/5/15 (based on April data) | Three additional dry-runs / mock boards conducted to ensure reports fit for purpose.  On-going review and feedback.  **COMPLETE** |
| 012/100215 | Secretariat to amend format for supporting Board papers. | Effective from June 2015 Board meeting. | **COMPLETE** |