

AP	Action	Progress	Further Update
Actions from 7 December 2016			
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 14 June 2017 and via the narrative report. Agenda item 5 – TPSPB 12 July 2017 ON-GOING
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 2017.	Agenda item 12 on 26 April 2017. Sub-committee established May with commercial awareness training in June and July, also stakeholder engagement session in July. On going updates via the Commercial sub-committee; a regular update to be included for each future TPSPB agenda. CLOSED
Actions from 26 April 2017			
1/260417	TP to prepare a Board paper, twice a year (summer and winter), setting out how they have achieved against the six strategic objectives set out in their Strategy Document (shared with the TPSPB on 26 April 2017) providing examples, with detail of challenges encountered and solutions implemented.	Progress update for 12 July TPSPB Meeting. Secretariat noted requirement for future summer and winter agendas.	Progress update to be given under Agenda item 11 [AoB] for 12 July 2017 meeting. CLOSED
2/260417	Each sub-committee to include an item on their 14 June agenda to discuss whether they could incorporate TP's six strategic objectives into their approach.	Secretariat noted and included on each sub-committee agenda for 14 June.	Discussions concluded that each sub-committee would have a natural focus on one or two of the strategic objectives, and that the key would be to how to identify progress and capture that in a succinct way. CLOSED

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3/260417	<p>JR to approach other public sector schemes that participate in CEM Benchmarking to discuss re-casting the data with the smaller comparator group.</p> <p>JR to explore whether there is any scope for the Department to influence the Terms of Reference for the next CEM Benchmarking report, and report back to the Board.</p>	<p>CEM advise that they are able to provide limited additional information (paper 16), but that the restrictions of the contract between CEM, TP and other schemes within the comparator group, mean that further details cannot be shared.</p> <p>CEM do not see any scope to amend the agreements/basis for the exercise because of the commercial sensitivity issues that would be created (see paper 16).</p> <p>Discussions with other schemes does not reveal an appetite to expand on what CEM provides.</p>	<p>JR to update the Board regarding the additional information provided on 12 July 2017 (Agenda item 11).</p> <p>CLOSED</p>
4/260417	<p>DH undertook to update the SD&MoD in June regarding progress on the 2-phase solution being implement to address call-centre / telephony issues.</p>	<p>Discussed at the SD&MoD Sub-committee meeting on 14 June.</p>	<p>Further update to be provided to the TPSPB meeting of 12 July (Agenda item 5).</p> <p>CLOSED</p>
5/260417	<p>The TPSPB felt it would be useful to see statistics for the customer satisfaction outcome measure based on 3/4/5 markings (as opposed to the current strong positives 4/5 currently measured) and agreed that this should be a deep-dive feature for the next SD&MoD sub-committee.</p>	<p>Added to the SD&MoD sub-committee agenda for 14 June.</p>	<p>Due to time constraints on the agenda, and the need to update the sub-committee on the system outage issue, it was agreed with the Service Delivery s/c chair to postpone this item until the next s/c meeting in September. Will be added to 20 September's agenda.</p> <p>ON-GOING</p>

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6/260417	TPSPB achievements: The Board agreed to continue with the approach of producing two versions, and to look at ways to promote more engagement. Report could be structured around the six strategic objectives, which may help increase interest. Reports to be cross-referenced with the Governance Statement from the Annual Report and Accounts.	As the report is prepared annually for publication in October, work will start on this during the summer. Requirement noted.	Draft to be considered by the Information to Members sub-committee ahead of sharing with the TPSPB in October. Add to October's agenda. ON-GOING
7/260417	The IM&C sub-committee were tasked to maintain a watching brief regarding interest in the achievement document, and are to consider and suggest innovative ways of increasing interest and uptake, for example via face-book and twitter.	Added to the IM&C sub-committee agenda for 14 June.	The IM&C sub-committee confirmed that the approach taken last year was sufficient. Any ideas to increase interest and uptake to be shared with TP via the Secretariat. CLOSED
8/260417	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.	Secretariat to note and include on future TPSPB spring agendas.	 CLOSED
9/260417	It was agreed that this (as above) should be reviewed in July for 2017, and thereafter added to the timetable for the spring Board meeting.	Secretariat to add to the TPSPB agenda for 12 July.	12 July 2017 TPSPB meeting (Agenda item 9) CLOSED
10/260417	Minor consequential amendments are required to the TPSPB Terms of Reference to reflect the increase in member and employer representatives, and the grade of the DfE representative.	These to be prepared for agreement at the 12 July Board meeting.	12 July 2017 TPSPB meeting (Agenda item 11) CLOSED

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11/260417	Following discussion, it was agreed to invite Prudential to give a presentation on AVC's, and the issues involved, to the TPSPB.	To be considered as a learning event at a future Board meeting.	As there is a TAVC MAG (Management Advisory Group) meeting on 18 July, at which there will be a discussion of the fund and fees, the TPSPB will be updated via email, with a further update at the TPSPB meeting on 18 October 2017. ON-GOING
12/260417	Board members are to advise the secretariat, by 4 May, if any of the suggested dates for meetings in 2018/19 cause a problem.	No issues or problems identified. Dates shared with key stakeholders on 5 May 2017.	CLOSED
13/260417	Board members to advise if they wish to join / move sub-committees. In particular, it would be useful to have another member on the Service Delivery sub-committee.	Jackie Wood volunteered to join the SD&MoD sub-committee.	CLOSED
14/260417	TPSPB members to self-nominate to join the new Procurement/re-tender sub-committee, by COP 8 May. This will include a requirement to attend a training day in June.	Following a high level of interest in joining the sub-committee, the composition was agreed between DfE officials in consultation with TPSPB Chair and DfE's Senior Responsible Officer (SRO) for the Project Board.	TPSPB members thanked for volunteering, and advised of the composition of the sub-committee on 19 May 2017. Sub-committee will comprise: Lee Probert (Chair), David Butcher, Jerry Glazier, Chris Jones and Jackie Wood. Geoff Ashton as Independent Pension Specialist will attend where he or the Chair feels that he will add value to the discussions. Commercial Awareness training session took place on 29 June, with an overview session for remaining Board members on 12 July. Stakeholder engagement workshop scheduled for 24 July; all TPSPB members invited to attend. CLOSED