| **AP** | **Action** | **Progress** | **Further Update** |
| --- | --- | --- | --- |
| **Actions outstanding from February 2015** | | | |
| 001/100215  002/100215 | Board members to complete Skills Matrix by 27/2/15.  Secretariat to conduct skills gap analysis. | Initial matrix(es) received 12/3/15.  LNA completed  Second iteration completed 31/10/15  LNA updated – further learning needs to be considered individually.  To be reviewed once revised ToR agreed in June 2016. | Review/ update underway. Updated document will be shared with Board members during Autumn 2016.  **ON-GOING** |
| **Actions from 9 March 2016** | | | |
| 010/090316  *Link to AP 05/150616* | Sub-group for contract re-tendering to be established. DfE Officials to provide a timeline for consideration to facilitate decision making. | To be discussed once ToR and composition of 3 sub-groups complete / agreed. | Timeline drafted for consideration re establishing a sub-committee.  Agenda item 12 for 7 September 2016.  **ON-GOING – Move to AP05/150616** |
| **Actions from 15 June 2016** | | | |
| 01/150616 | Commentary to AP008/090316 to be re-worded to state that proposed chairs had been *discussed* via email exchange 17-18/03/16. | Secretariat to action | Amendment made immediately following 15 June Board meeting.  **COMPLETE** |
| 02/150616 | JR to work with the Chair to draft a report on the key achievements of the Board for general circulation to membership and other interested parties. This to be considered at the next Board. |  | Report drafted for consideration.  Agenda item 5 for 7 September 2016.  **COMPLETE** |
| 03/150616 | The Role and Person Specification for the TPSPB Chair to be added to the updated TPSPB Terms of Reference. |  | Updated Terms of Reference, including the Chair Role and Person Specification as an annex, circulated with the 15 June minutes on 21/06/16.  **COMPLETE** |
| 04/150616 | The Department to ensure that the TPSPB are played in (from an early stage) to discussions on the re-tender project when work is underway. | Contract team advised. Governance / secretariat team minful of requirement and to ensure requirement is met. | TPSPB will consider whether /when it wishes to establish a re-tender sub-committee, and its supporting Terms of Reference.  Agenda item 12 for 7 September 2016.  **COMPLETE** |
| 05/150616  *Link to AP 010/090316* | The Department to set out a provisional timetable for the re-tender project, for consideration at the next Board. |  | Timeline drafted for consideration re establishing a sub-committee.  Agenda item 12 for 7 September 2016  **ON-GOING PENDING DECISION** |
| 06/150616 | DH to feed back to MDC project colleagues in TP (and the Department) about the Board’s concerns regarding how/to whom to target communications within organisations. | Update regarding MDC communications covered in the Engagement Report. | On-going requirement to provide the Board with project updates to both the relevant sub-committee(s) and the Board is noted.    **COMPLETE** |
| 07/150616 | TP to provide regular MDC updates to the Board. DH to provide a brief update and field questions at the next Board meeting. | Updates included in administration narrative report. |
| 08/150616 | Engagement Report to include an update on progress against the project to contact members to determine their channel of choice for receiving P60s. | Report author advised of requirement. | Update included in September report.  **COMPLETE** |
| 09/150616 | The Department to re-send the email response to the pension input period (PiP) query, raised at the last meeting, to all Board members. |  | Circulated with the 15 June 2016 minutes on 21 June 2016.  **COMPLETE** |
| 10/150616 | The next Administration Report to include an update on progress against the Annual Service Return submission deadline of 7 July. | Report author advised of requirement. | Update include in September report.  **COMPLETE** |
| 11/150616 | An explanatory note providing more detail regarding outcome meaures 2 and 3 to be circulated to the Board. | Contract manager to work with TP colleagues to draft. | To be addressed via a “teach-in” session on 7 September 2016.  **COMPLETE** |
| 12/150616 | The Department to confirm how the process regarding how accounts are qualified in schools in the maintained sectors operates. | Work on this was parked whilst the Annual Report and Accounts process was finalised. DfE’s Finance and Commercial Group have been approached for advice. | Update scheduled for the December Board meeting.  **ON-GOING** |
| 13/150616 | Governance Statement : page 29 para 4:20. The word “financial” to be removed as the assurance process is wider | Report author advised of requirement. | Changes made 16 June 2016.  **COMPLETE** |
| 14/150616 | 1. Secretariat to liaise with the Board regarding the date and venue for the inaugural sub-committee meetings, and co-ordinate the meetings.  2. The Department to consider who should attend to support. | Meetings took place on 26 July 2016 in Sanctury Buildings, London.  Officials from the Contract Management and Finance teams (assigned as points of contact) attended to support each sub-group.  Dates agreed for subsequent meetings in 2016/2017. | Notes on outcomes / actions circulated to all Board members for information on 5 August 2016.  Agenda item 3 for 7 September 2016.  **COMPLETE** |
| 15/150616 | In light of the comments and reservations expressed by the Board on P60s, the Department and TP will consider further and update the Board at the next meeting. | Update included in Engagement Report. | Agenda item 9 for 7 September 2016.  **COMPLETE** |