Project Objectives

The Improvement Plan is designed to ensure that the Oxfordshire Pension Fund as administered by the Pension Fund Committee delivers against its statutory duties as set out below. These duties include a mix of annual responsibilities in terms of information requirements to scheme members, the annual submission of our data quality score, and a series of on-going responsibilities to scheme members and scheme employers based on their movements in and out of the Fund, deaths retirements etc. The ultimate objective of this revised improvement plan is to deliver the target scores as set out below. The success against the annual targets will be measured once a year as per the target date (with interim measures against the milestones set out in the plan indicating the likelihood of success), whereas success against the on-going responsibilities will be measured monthly.

Annual Statutory Responsibilities

	Target Data	Target Score	Comments
Issue Annual Benefit Statement to all Active Scheme Members	31/08/19	100%	A score above 98% would not be regarded as a material breach of duty for the Fund as a whole, but could
Issue Annual Benefit Statement to all Deferred Scheme Members	31/08/19	100%	still require individual scheme employers to be reported for a material breach if a significant number of their statements were still outstanding
Issue Pension Savings Statements to those above Annual Allowance	06/10/19	100%	
Return Data Quality Scores to the Pension Regulator - Common Data	06/11/19	98%	
Return Data Quality Scores to the Pension Regulator - Scheme Specific Data	06/11/19	98%	Score based on definitions included in reports from Aquila Heywood dated 25 October 2018

On-Going Statutory Responsibilities

	SLA (days)	Target % of cases within SLA	
Annual Allowance	10	90	The statutory deadlines are, in general, two months, although there are some variations to these which
APC	10	90	extend beyond the two months. For the purposes of monitioring and reporting we will use the two month
Data Changes	10	90	deadline. This will also apply to divorce cases where the deadline is in excess of two months. The only
Deaths	10	95	deadline under two months is that of retirements where benefits are being paid after NPA where
Deferred Benefits	40	90	information about benefits should be provided within one month.
Divorces	10	95	
Estimates - employer	10	90	
Estimates - member	10	90	
General Queries - employer	10	90	
General Queries - member	10	90	
Re-employments	40	90	
Refund of Benefits	10	95	
Retirements	10	95	
Starters / PPF	40	90	
Transfer In	10	90	
Transfer Out	10	95	

Ownership of the Improvement Plan

The Improvement Plan is owned by the Pension Fund Committee in its role as Scheme Manager under the relevant Regulations. The Committee is ultimately accountable for the delivery of the Plan. Day to day management of the plan is delegated to the Service Manager - Pensions, who will manage the plan with the support of the Pension Services Management Team. The Plan identifies owners for the individual tasks, who will be responsible for reporting through to the Management Team and ultimately the Pension fund Committee on perfroamnce agaisnt their elements of the plan.

End of Year 2018/19 and Issuance of Annual Benefit Statements	Comments	Owner*	Due date	Status	Comments on Status
End of Year Return					
Issue Scheme Employer Questionnaire re 2017/18 Exercise		BH	26/10/18	Completed	Feedback requested in Talking Pensions - 1 response
Hold Employer Forum to Discuss Results of Questionnaire		BH	30/11/18	Completed	Forum not held in light of limited feedback received.
Prepare Briefing for All Employers to Set out any Key Changes		BH/SJC	21/12/18	Completed	Talking Pensions January
Confirm Senior Escalation Point with All Scheme Employers		BH	21/12/18	Completed	E-mail sent to all employers 20/12/2018, responses being chased. Second e-mail sent 15/01/2019
Prepare/Review templates for 2018/19 Returns		BH	14/01/19	Completed	
Allocate Member of Employer Team to Lead for Each Scheme Employer		BH	14/01/19		Subject to recruitment
Get in touch with employers by phone to confirm who our contacts are for the annual return	Final chase of escalation points	Employer team	18/01/19	Completed	E-mail sent to all employers 20/12/2018
Annual returns emails to be drafted	Included FAQ information, reminder about AVC's. Employers required to sign to	BH	16/01/19	Completed	
Returns to be sent out w/c 21 January 2019 (include dates for training days)		Employer team	25/01/19	Completed	
Contact all employers who have had previous issues to check receipt support needed	Telephone call	Employer team	28/02/19		Subject to employer allocation / recruitment
Run Employer Training Sessions on Completion of End of Year Return		SAF/BH/JW/RO	15/03/19		Waiting for response from scheme employers
Week before the April deadline send a reminder to High level contacts that the data is required by 30 April	Copy to any 3rd party payroll providers	Employer team	23/04/19		
Review receipt of end of year returns and issue initial escalation letter for all missing returns	Report numbers to SJC/SF	BH	03/05/19		
Review receipt of outstanding returns and issue final escalation letter	Report numbers to SJC/SF	BH	17/05/19		
Issue Breach Report to Pension Regulator for non-compliance where end of year return still outstanding		SF	24/05/19		
Complete review of all end of year returns received by 30 April deadline	Check formatting of data, completeness of return, and contributions balance to those paid over during year (within agreed tolerances)	Employer Team	10/05/19		
Send end of year review queries to employer	Report numbers to SJC/SF	Employer team	10/05/19		
Review Receipt of end of year Queries and issue final escalation letter for any outstanding	Report numbers to SJC/SF	BH	24/05/19		
Issue Breach Report to Pension Regulator for non-compliance where end of year return queries still outstanding		SF	31/05/19		
Complete Provisional Runs of end of year data	Report numbers to SJC/SF	BH/RS	31/05/19		
Send Provisional Run queries to scheme employers, where these stop end of year file data being loaded	Queries to include missing starters, missing leavers, un-matched pay reference numbers, formatting errors in data, mis-match between number of employee records	Employer team	03/06/19		
Work with Scheme Employers to resolve provisional run queries, escalating as necessary		Employer team	28/06/19		
Issue Breach Report to Pension Regulator for non-compliance where end of year data can not be loaded due to outstanding queries		SF	28/06/19		
Final Load of Actual Data including monthly CARE data, and issue queries on errors to scheme employers (e.g. pay variation to previous year outside agreed tolerances, and/or inconsistent with contributions recorded and received.	Process will start from 3 June for those employers with no errors on provisional run, with regular daily runs as queries are resolved on remaining employers. Weekly reports of numbers to SJC/SF	BH/RS	05/07/19		
Review receipt of query responses and issue initial escalation letter	Report numbers to SJC/SF	BH	19/07/19		
Issue final escalation letter	Report numbers to SJC/SF	BH	26/07/19		

Issue Breach Report to the Pension Regulator where outstanding queries mean that data is not sufficient to issue annual benefit statement		SF	02/08/19		
Issue Annual Benefit Statements	Daily runs from 5 August starting with those scheme members who have requested a paper statement.	RS	31/08/19		

Monthly returns - MARS		Owner	Due date		
Review First 6 month returns and identify any missing returns	remind employer (5 days)	BH/SF/JF	31/10/18	Completed	21/11/18
Escalate All Employers with Missing Returns	Chase - Fine to follow	BH/SF/JF	18/01/19		
Identify All Scheme Employers Where Active Membership has Ceased	Fine	BH/SF/JF	31/10/18		
Ensure All Records For Ceased Employers have been loaded and validated	Chase - Fine to follow	BH/SF/JF	30/11/18		
Review First 6 months CARE data, and identify any inconsistences. Raise queries with employers		BH	30/11/18	Completed	
Escalate All Missing Monthly Returns by month end		SF/JF	End of Each Month (Nov - Apr)		
Maintain CARE data monthly, and raise queries with employers each month		BH/SF/JF	End of Each Month (Nov - Apr)		

Communication		Owner	Due date	Status	
Write to Scheme employers (see line 8 above)	Administration guide, TPR letter	BH	21/12/18	Completed	Talking Pensions January
Email templates/acknowledgements to finalise	MARS/EOY	BH	18/01/19	Completed	
Update team at team meeting	EOY process.	BH/SAF	25/01/19		
Pension Fund Forum	Administration update, confirm eoy coming out	SAF	11/01/19	Completed	
Monthly updates - talking pensions	To include key changes from previous years, key dates (including highlighting earlier due date for March MARS return as 19 April is a Bank Holiday)	JW/RO	31/01/19		
Monthly updates - talking pensions	To include reminder of key dates and importance of timely and accurate returns in respect of both statutory duties and impact on 2019 Valuation Results	JW/RO	28/02/19		
Monthly updates - talking pensions	Pick up issues identified	JW/RO	31/03/19		

Staffing		Owner	Due date	Status	
Review Current Staff Structure in Light of Recent Experience		SJC/SAF	19/10/18	Completed	
Agree new structure and Appropriate Division of Duties		SJC/SAF	19/10/18	Completed	
Revise Job Descriptions, Grades and Person Specifications including suitability of apprenticeships with County HR		SJC/SAF	02/11/18	Completed	
Implement new structure		SAF	02/11/18	Completed	
Recruitment		Team Leaders	30/11/18	Completed	
Recruitment - interviews		Team Leaders	07/12/18		Interviews w/c 07/01/19
Recruitment - issuing offers		Team Leaders	14/12/18		
Recruitment - references / medicals		Team Leaders	21/12/18		
Recruitment - confirm start dates		Team Leaders	21/12/18		
Resource cover - sickness/maternity		Team Leaders	On-Going		
Staff Induction		Team Leaders	08/02/19		
Staff Training		Team Leaders	On-Going		

Governance and Reporting			Owner	Due date		
Identify all statutory responsibilities and associated timescales			SAF	26/10/19	Completed	Included in Objectives Sheet of this Improvement Plan
Develop portfolio of performance measures that measure achievement of statutory functions and provide early warnings of potential breaches of targets	To include monthly statistics for the on-going statutory duties, the progress statistics identified above against the tasks within the end of year process and regular updates on data quality scores		SAF	31/01/19		
Determine frequency and timetable of manager reviews of performance data and schedule in diaries	Will be a mix of weekly, monthly and ad hoc reports			31/01/19		
Present Performance Report to Pension Fund Committee and agree schedule of interim reports to be sent to Committee members between the quarterly meetings	Copies to be provided to Pension Board members		SAF	08/03/19		
Data Quality			Owner	Due date		
Hold workshop with Aquila Heywood to review results of 31 August 2018 Report			SAF/RS	26/10/18	Completed	04/12/18
Produce Report for LGA on Proposal for Standardise Data Quality Reports covering tests to be applied, records to be covered by test and basis for how the test is to be applied.			SAF	18/01/19		SC discussing with LGA
Produce Action Plan to Improve Data Quality Scores where they fall below 98% in Revised Report			SAF	21/12/18	Completed	See below:
Common Data - addresses. Re-Run missing address report			RS	31/01/19	Completed	5246 missing addresses for LGPS status 1,2,4,9
Common Data - addresses - chase responses to letters seeking confirmation of new addresses			RS	29/03/19		Ongoing - identifying cases involved with view to sending out letters in early March
Common Data - addresses - run procurement exercise to identify address chasing agency			SF	29/03/19		
Common Data - addresses - re-run address tracing exercise with new agency			RS	30/04/19		
Common Data - addresses - send out confirmation letters to new addresses identified			RS	31/05/19		
Common Data - addresses - update records on receipt of confirmation of new address from scheme member			RS	30/08/19		
Scheme Specific Data - CARE and Salary Checks - Run reports to confirm latest status	Work completed on previous errors since the last report as at end of August 2018		RS	28/02/19		
Scheme Specific Data - CARE and Salary Checks - Update Records with Missing Data			RS/Benefits Team	30/04/19		
Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report	Majority of work on 2017/18 records completed in September 2018 after August data quality extract - error rate therefore mainly reflected timing issue.		RS	31/01/19		
Scheme Specific Data - Annual Allowance - Bulk Update for any outstanding Records			RS	29/03/19		
Scheme Specific Data - Annual Allowance - Determine any process changes (if any) required for 2018/19 data.			RS	29/03/19		
Footnote						
* The Owner represents the officer responsible for the delivery of each given task on the stated deadline. Where the owner is shown as a team, this is because the work has been allocated out across all team members, each with responsible for a given set of scheme employers, or individual scheme member tasks as appropriate. The relevant team leader is responsible for managing the work of the team to ensure that all individual members meet their deadlines and the overall task is completed to deadlines.						

Improvement Plan - Risk Register

Ref	Risk	Impact	Risk Owner	Controls in Place to Mitigate Risk	Current Risk Rating			Further Action Required	Data for Completion of Action	Target Risk Rating			Comments
					Impact	Likelihood	Score			Impact	Likelihood	Score	
1	Lack of suitably qualified and experienced staff	Work not completed to deadline and/or required standards	Sally Fox	Current Recruitment on-going. Have explored option of bringing in apprenticeships	5	3	15	Need to put in place contract for provision of interim support	28/02/19	5	1	5	
2	Lack of Timely Returns from Employers	Project Deadlines missed, resulting in material breach of regulations	Becky Herman	Early communication of deadlines. Telephone contact for all those late last year. Escalation and fines policy in place.	4	2	8	Ensure timely performance reporting of data returns against deadlines to ensure escalation process works effectively, so reducing impact of delay		2	2	4	
3	Lack of Accurate Returns from Employers	Project Deadlines missed, resulting in material breach of regulations	Becky Herman	Early communication of requirements, and training programme arranged. Telephone contact for all thosewith issues last year. Escalation and fines policy in place.	4	2	8	Ensure timely performance reporting of quality of data returns to ensure escalation process works effectively, so reducing impact of delay		2	2	4	
4	Technical Failure of System	Deadlines missed, or inaccurate information published to scheme members and/or employers	Rachael Salsbury	System on hosted arrangement with regular disaster recovery checks. Clear validation process in place for system upgrades	5	1	5			5	1	5	
5	Legislative Changes	All work delayed whilst impact of changes clarified and systems updated - new work backlogs	Chris Thompson/ Vicki Green	Regular review of LGA bulletins to ensure timely update of our processes.	3	2	6	Respond to any future Government Consultations to ensure timely of proposed changes allows system and process changes to be put in place in advance		1	2	2	
6	Changes in Actuarial Factors issued by GAD	All work delayed whilst awaiting new factors - new work backlogs	Chris Thompson/ Vicki Green	Regular review of LGA bulletins, and communications from GAD to ensure timely update of our processes.	3	2	6	Clear Communication to all impacted scheme members so they are aware of delays whilst we await new factors - look to bring in temporary staff to clear backlog if necessary		1	2	2	

Key to Rsatings

Impact

5	Severe - Project Failure and Material Breach Reported to tPR
4	Major - significant number of scheme employer breaches reported to tTPR
3	Moderate - significant number of individual complaints
2	Minor - Individual employer breaches reported to tPR
1	Insignificant - individual complaints

Likelihood

4	Very Likely - over 75% probability
3	Likely - 50% to 75% probability
2	Possble - 20% to 50% probability
1	Unlikely - less than 20% probability

Implementation of I-Connect

Project Lead - Jules Skelly

Project Start:	01 September 2018
Display Week:	1

TASK	ASSIGNED TO	PROGRESS	START	END
Setting up contract/decisions				
Statement of works Signed off	Sally Fox	100%	01/09/2018	13/09/2018
I-connect at Team Meeting	Jules Skelly	100%	10/10/2018	10/10/2018
GDPR requirements	Jules	100%	02/10/2018	07/10/2018
Committee update (Project Plan) PFC december	Jules		31/10/208	16/11/2018
Look at Resources - staffing	Jules/Sal	100%	15/10/2018	31/10/2018
Review Resources - Staffing PFC	Jules/Sal	100%	15/11/2018	30/11/2018
Speak to Philip Berkshire Pension Fund	Jules	100%	29/11/2018	29/11/2018
New employers - straight to I-connect PFC decision	PFC	100%	31/12/2018	31/12/2018
Employer to be staged over a two year period - Plan phases			01/12/2018	31/12/2020
I-connect at Team Meeting	Jules		14/01/2019	14/01/2019
Staffing and resourcing review			01/02/2019	15/02/2019
Setting UP Altair				
Action from Sow - ICNCT4 report	Jules Skelly	100%	27/09/2018	05/10/2018
Action from Sow - ICNCT2 report	Jules Skelly	100%	27/09/2018	05/10/2018
Action from Sow Scheme Location -report TEST and LIVE	Jules/John	100%	27/09/2018	05/10/2018
Add new data Views - Add to roles TEST	Rachael	100%	27/09/2018	05/10/2018
Workflow processes - TEST	John	100%	05/10/2018	31/10/2018
Member Tidy up - NI etc - TEST	Jules	100%	27/09/2018	05/10/2018
Member Tidy up - NI Etc - LIVE	Jules Skelly	100%	27/09/2018	05/10/2018
Action from Sow URL - sign up	Jules Skelly	100%	27/09/2018	05/10/2018
Action from Sow Check Dashboard availability	Jules Skelly	100%	27/09/2018	05/10/2018
Action from Sow Set Logins up, Rach, Sally, David (Sally does not need	Jules Skelly	100%	27/09/2018	05/10/2018
Add new data Views - Add to roles LIVE	Rachael		31/01/2019	31/01/2019
I-Connect set up				
User Acceptance Testing	Jules	100%	01/10/2018	05/10/2018
Telephone call 05/10/2018 re acceptance testing	Jules		05/10/2018	05/10/2018
Decision re employer access	Jules	100%		31/10/2018
i-Connect multiple payroll extract file specification - look at Mandatory		100%	01/12/2018	31/12/2018
Target Setting - Employers Per month?			31/03/2019	31/03/2019
Employer onboarding				
Employer create payroll Extract - Talking pension Volunteer	Jenny Wylie	100%	01/10/2018	31/10/2018
Create Employer guidance templates - Final Pay		100%	01/11/2018	30/11/2018
Choose Test Employer/s	Julie	100%	20/11/2018	25/11/2018
Employer log on creation			01/01/2019	01/01/2019
Create Payrolls (see Employer sheet)			01/12/2018	01/12/2018
Data Matching (See Employer sheet)			02/12/2018	31/12/2018
Task Testing				
ICOSTART Starters/Re-enrolments	David	100%	01/11/2018	30/11/2018
ICOOPTOU Opt Out	David	100%	01/11/2018	30/11/2018
ICOOPTIN Opt In	David	100%	01/11/2018	30/11/2018
ICOLEAVE Leaver	David	100%	01/11/2018	30/11/2018
EXCONT Contribution Exception	David	100%	01/11/2018	30/11/2018
EXADDCO Additional Contribution Exception	David	100%	01/11/2018	30/11/2018
EXCARE CARE Exception	David	100%	01/11/2018	30/11/2018
Reason For leaving configuration				
Reset up tasks Ltest and Live				
Processess Reviews				
Starter process				
How to bulk generate PFC letter	Jules	100%	01/01/2019	31/01/2019
How to deal with Pay ref changes	Jules	100%	01/01/2019	31/01/2019
How to deal with NI changes	Jules	100%	01/01/2019	31/01/2019
How to Deal with Post number changes	Jules	100%	01/01/2019	31/01/2019

TASK	ASSIGNED TO	PROGRESS	START	END
Re-employment Process				
How do starters tie in with Altairs Auto link	further testing		01/01/2019	31/01/2019
How do we identify starters	Jules	100%	01/01/2019	31/01/2019
Leavers over 55 process				
IS there an easy way to split/report on leavers?			01/01/2019	31/01/2019
How do we obtain final pay - decision around forms v MARS	jules		01/01/2019	31/01/2019
Leavers under 55				
IS there an easy way to split/report on leavers?			01/01/2019	31/01/2019
How do we obtain final pay - decision around forms v MARS			01/01/2019	31/01/2019
Unpaid leave				
How do we pick up APC's?			01/01/2019	31/01/2019
Estimates				
What pay do we use for Final pay?			01/01/2019	31/01/2019
MSS - availability				
What do we want available to members?			01/01/2019	31/01/2019
Can it flag to member no monthly return received?			01/01/2019	31/01/2019
Member Adress Update				
MSS v I-connect how to resolve			01/01/2019	31/01/2019
Data quality - Issue of correctly entered addresses			01/01/2019	31/01/2019
Member details update			01/01/2019	31/01/2019
How I-connect flags changes - report to task?			01/01/2019	31/01/2019
New employer process				
What information do we need to provide			01/01/2019	31/01/2019
PFC - essential for new employers	Jules	100%	01/01/2019	31/01/2019
Setting up process			01/01/2019	31/01/2019
Closing employers				
removing access to system	Jules	100%	01/01/2019	31/01/2019
How long after scheme closed should acess be given	Jules	100%	01/01/2019	31/01/2019
Employer changes				
Payroll provider? Whats the best process			01/01/2019	31/01/2019
TUPE cases				
no starters needed, move to new employer required - outside ERM?			01/01/2019	31/01/2019
Process - employer Team			01/01/2019	31/01/2019
New starters/ not in scheme			01/01/2019	31/01/2019
Contribution return				
Set up meeting with Investment Team.	**Jules**	**On Hold**	01/01/2019	31/01/2019
ERM				
Investigate ERM population - Strain costs/cash received	Jules	On Hold	01/01/2019	28/02/2019
Can you have access to report only on these areas?	jules	100%	01/01/2019	28/02/2019
Additional Actions				
Meeting with Investment Re contibution return			16/01/2019	16/01/2019
Status 2 - For Project meeting			07/02/2018	

TASK	ASSIGNED TO	PROGRESS	START	END
Employers Onboarding	ASSIGNED TO	Staging Date	START	END
00000 Oxfordshire County Council - FIRE service	0		00/01/1900	
00001 OXFORDSHIRE COUNTY COUNCIL	0		00/01/1900	
00002 WEST OXFORDSHIRE DISTRICT COUNCIL	0		00/01/1900	
00003 SOUTH OXFORDSHIRE DISTRICT COUNCIL	0		00/01/1900	
00004 CHERWELL DISTRICT COUNCIL	0		00/01/1900	
00005 VALE OF WHITE HORSE D C	0		00/01/1900	
00006 OXFORD CITY COUNCIL	0		00/01/1900	
00007 ABINGDON TOWN COUNCIL	0		00/01/1900	
00011 A2 DOMINION HOUSING	0		00/01/1900	
00012 CHIPPING NORTON TOWN COUNCIL	0		00/01/1900	
00014 DIDCOT TOWN COUNCIL	0		00/01/1900	
00017 HENLEY ON THAMES TOWN COUNCIL	David		16/01/2019	
00018 KIDLINGTON PARISH COUNCIL	0		00/01/1900	
00022 OXFORD ARCHAEOLOGICAL UNIT LTD	0		00/01/1900	
00027 SWALCLIFFE PARK SCHOOL TRUST	0		00/01/1900	
00028 THAME TOWN COUNCIL	0		00/01/1900	
00030 WALLINGFORD TOWN COUNCIL	0		00/01/1900	
00031 WITNEY TOWN COUNCIL	David		00/01/1900	
00032 CARTERTON TOWN COUNCIL	David		03/01/2019	
00033 WOODSTOCK TOWN COUNCIL	0		00/01/1900	
00034 OXFORD BROOKES UNIVERSITY	Julie		08/10/2018	
00036 BICESTER TOWN COUNCIL	0		00/01/1900	
00037 SUTTON COURTENAY PARISH COUNCIL	0		00/01/1900	
00040 THE HENLEY COLLEGE	0		00/01/1900	
00048 CHINNOR PARISH COUNCIL	0		00/01/1900	
00060 North Hinksey Parish Council	0		00/01/1900	
00061 WITNEY AND DISTRICT CITIZENS ADVICE BUREAU	0		00/01/1900	
00063 OXFORD COMMUNITY WORK AGENCY	0		00/01/1900	
00064 MARCHAM PARISH COUNCIL	0		00/01/1900	
00065 EYNSHAM PARISH COUNCIL	0		00/01/1900	
00070 CUMNOR PARISH COUNCIL	0		00/01/1900	
00071 ABINGDON AND WITNEY COLLEGE	0		00/01/1900	
00072 BANBURY TOWN COUNCIL	0		00/01/1900	
00075 CHALGROVE PARISH COUNCIL	David		00/01/1900	
00076 ORDERS OF ST JOHN	0		00/01/1900	
00078 THAMES VALLEY PARTNERSHIP	0		00/01/1900	
00082 OXFORD HOMELESS PATHWAYS	0		00/01/1900	
00084 FARINGDON TOWN COUNCIL	David		03/01/2019	
00085 ACTIVATE LEARNING	0		00/01/1900	
00086 SANCTUARY HOUSING	Julie		21/11/2018	
00088 BERINSFIELD PARISH COUNCIL	0		00/01/1900	
00091 BENSON PARISH COUNCIL	0		00/01/1900	
00092 OYAP TRUST	0		00/01/1900	
00096 VALE CAPITA	0		00/01/1900	
00097 UNITED LEARNING TRUST	Julie		08/01/2019	
00099 OXFORD ACADEMY	0		00/01/1900	
00102 OLD MARSTON PC	David		07/01/2019	
00104 FUSION LIFESTYLE	0		00/01/1900	
00110 OXFORD SPIRES ACADEMY	Julie		24/01/2019	
00113 RADLEY PARISH COUNCIL	0		00/01/1900	
00114 VALE ACADEMY TRUST	0		00/01/1900	
00115 MERCHANT TAYLORS OXON ACADEMY TRUST	0		00/01/1900	
00118 RUSH COMMON SCHOOL (ABINGDON LEARNING TRUST)	0		00/01/1900	
00119 GILLOTTS SCHOOL	Julie		26/11/2019	
00120 BARTHOLOMEW ACADEMY (EYNSHAM PARTNERSHIP)	0		00/01/1900	
00121 CHIPPIN NORTON ACADEMY	0		00/01/1900	
00122 LANGTREE ACADEMY	0		00/01/1900	
00123 RIVER LEARNING TRUST (Incl. 121 Ch. Norton, 176 Wheatley, plus New	0		00/01/1900	
00124 FARINGDON ACADEMY	0		00/01/1900	
00125 HANWELL FIELDS ACADEMY	0		00/01/1900	
00126 MILL ACADEMY	0		00/01/1900	
00127 BURFORD ACADEMY SCHOOL	0		00/01/1900	
00128 LONG HANBOROUGH PARISH COUNCIL	0		00/01/1900	
00129 RIDGEWAY EDUCATION TRUST	0		00/01/1900	
00130 ASPIRATIONS ACADEMY TRUST	Julie		26/11/2019	
00132 Carillion (AMBS) Ltd	0		00/01/1900	

	TASK	ASSIGNED TO	PROGRESS	START	END
00133	NORTHERN HOUSE ACADEMY TRUST	0		00/01/1900	
00134	LORD WILLIAMS ACADEMY	0		00/01/1900	
00136	OXFORD DIOCESAN TRUST	Julie		19/11/2018	
00137	MARLBOROUGH ACADEMY SCHOOL	0		00/01/1900	
00138	HOME FARM TRUST SOUTH VALE 1	0		00/01/1900	
00139	HOME FARM TRUST SOUTH VALE 2	0		00/01/1900	
00140	CAMDEN SOCIETY CITY 1	0		00/01/1900	
00141	CAMDEN SOCIETY CITY 2	0		00/01/1900	
00142	CAMDEN SOCIETY NORTH 1	0		00/01/1900	
00143	PROPELLER ACADEMY TRUST	0		00/01/1900	
00144	CAMDEN SOCIETY WEST	0		00/01/1900	
00145	GOSFORD HILL ACADEMY	0		00/01/1900	
00146	COMMUNITY ALLIENCE	0		00/01/1900	
00147	EUROPA SCHOOL UK	0		00/01/1900	
00150	GALLERY TRUST	0		00/01/1900	
00151	BLACKBIRD ACADEMY	0		00/01/1900	
00152	SONNING COMMON PARISH COUNCIL	0		00/01/1900	
00153	DOMINIC BARBERI ACADEMY	Julie		24/01/2019	
00154	LADYGROVE PARK PRIMARY	0		00/01/1900	
00155	ST JOHNS PRIMARY	0		00/01/1900	
00156	MANOR SCHOOL	0		00/01/1900	
00157	WILLOWCROFT PRIMARY SCHOOL	0		00/01/1900	
00158	BLOXHAM PARISH COUNCIL	0		00/01/1900	
00159	ABBEY WOODS ACADEMY	0		00/01/1900	
00160	TYNDALE COMMUNITY SCHOOL	0		00/01/1900	
00162	CHOLSEY PRIMARY SCHOOL	0		00/01/1900	
00163	SKANSKA CONSTRUCTION UK LTD	0		00/01/1900	
00168	FRESH START - BLOXHAM	0		00/01/1900	
00169	BANBURY MUSEUM TRUST	0		00/01/1900	
00170	CATERLINK	0		00/01/1900	
00171	JOHN MASON SCHOOL	0		00/01/1900	
00172	HEYFORDIAN SCHOOL TRUST	0		00/01/1900	
00174	CARA SERVICES LTD	0		00/01/1900	
00177	PAM WELLBEING LTD	0		00/01/1900	
00178	BICESTER LEARNING ACADEMY	0		00/01/1900	
00179	RAMSDEN PARISH COUNCIL	David		15/01/2019	
00180	POPE FRANCIS MULTI ACADEMY	0		00/01/1900	
00184	ENDEAVOUR ACADEMY	0		00/01/1900	
00185	RADCLIFFE ACADEMY TRUST	0		00/01/1900	
00186	SCHOOL LUNCH CO - CHARLTON ON OTMOOR	0		00/01/1900	
00188	RAPID COMMERCIAL CLEANING LTD	0		00/01/1900	
00189	UBICO LIMITED	0		00/01/1900	
00190	GREENWICH LEISURE LTD	0		00/01/1900	
00191	SCHOOL LUNCH CO - ST JOSEPH	0		00/01/1900	
00192	SCHOOL LUNCH CO - ST J FISHER	0		00/01/1900	
00193	SCHOOL LUNCH CO - THE BATT	0		00/01/1900	
00196	SCHOOL LUNCH CO - STANDLAKE	0		00/01/1900	
00197	SCHOOL LUNCH CO - WYCHWOOD	0		00/01/1900	
00198	SCHOOL LUNCH CO - ST MARYS	0		00/01/1900	
00204	SCHOOL LUNCH CO - APPLETON	0		00/01/1900	
00205	SCHOOL LUNCH CO - BISHOP LOVEDAY	0		00/01/1900	
00207	SCHOOL LUNCH CO - HOOK NORTON	0		00/01/1900	
00208	SCHOOL LUNCH CO - EVANGELIST (St John the)	0		00/01/1900	
00209	SCHOOL LUNCH CO - CHESTERTON	0		00/01/1900	
00210	DRAYTON PARISH COUNCIL	0		00/01/1900	
00211	WEST OXFORD SCHOOL TRUST (MATTHEW ARNOLD) (ACER TRUST)	0		00/01/1900	
00212	WARRINER MAT	0		00/01/1900	
00213	ACTIVATE BICESTER COLLEGE	0		00/01/1900	
00216	SCHOOL LUNCH CO - ST KENELMS	0		00/01/1900	
00217	SCHOOL LUNCH CO - NORTH HINKSEY	0		00/01/1900	
00218	SCHOOL LUNCH CO - BADGEMORE	0		00/01/1900	
00219	SCHOOL LUNCH CO - QUEENSWAY	0		00/01/1900	
00220	E&W: Banbury Dashwood	0		00/01/1900	
00221	E&W: Benson CofE Primary	0		00/01/1900	
00227	E&W: St Andrews CofE Primary	0		00/01/1900	
00230	E&W: St Nicolas' Primary Old Marston	0		00/01/1900	
00236	E&W: Brightwell-cum-Sotwell	0		00/01/1900	
00237	CHARTWELLS (WHEATLEY PARK)	0		00/01/1900	
00239	GLF - William Morris School	0		00/01/1900	

	TASK	ASSIGNED TO	PROGRESS	START	END
00240	Kennington Parish Council	0		00/01/1900	
00241	Optalis Ltd	0		00/01/1900	
00242	1st Homecare (Oxford) Ltd (Prev. Civicare Oxford Ltd)	0		00/01/1900	
00243	White Horse Federation (Southwold School)	0		00/01/1900	
00244	Capita Five District Councils	0		00/01/1900	
00246	Indigo	0		00/01/1900	
00247	Vinci	0		00/01/1900	
00248	Wyclean Mill Academy	0		00/01/1900	
00249	School Lunch - Witney CP	0		00/01/1900	
00250	School Lunch - Nettlebed	0		00/01/1900	
00251	Groundwork South	0		00/01/1900	
00252	Adderbury Parish Council	0		00/01/1900	
00254	GEMS Didcot Primary Academy	Julie		26/11/2019	
00255	School Lunch - RAF Benson	0		00/01/1900	
00256	Barnardo's	0		00/01/1900	
00257	Alliance in Partnership (Queen Emma)	0		00/01/1900	
00258	SCHOOL LUNCH CO - HENDREDS	0		00/01/1900	
00259	School Lunch Co - Tackley	0		00/01/1900	
00260	Publica	0		00/01/1900	
00261	Hill End Outdoor Education Centre	0		00/01/1900	
00262	APCOA PARKING	0		00/01/1900	
00263	Rapid Clean - Stockham Primary School	0		00/01/1900	
00264	Rapid clean - Manor School Didcot Academy Trust	0		00/01/1900	
00265	Cleantec Services Ltd	0		00/01/1900	
00266	BusyBee Cleaning - Ridgeway End	0		00/01/1900	
00267	St Marys Infant - ODST	0		00/01/1900	
00268	Oxford Direct Services	0		00/01/1900	
00269	School Lunch Company - Blake Cogg	0		00/01/1900	
00270	Energy Kidz	0		00/01/1900	
00271	Kingston Bagpuise with Southmoor	0		00/01/1900	
00272	School Lunch company Orchard Fields	0		00/01/1900	
00273	REGENCY CLEANING - CALDECOTT ABINGDON	0		00/01/1900	
00274	School lunch Company - Wroxton	0		00/01/1900	
00275	Servicemaster - East Oxford	0		00/01/1900	
00276	School Lunch Co - St Christopher's Cowley	0		00/01/1900	
00277	EW South Moreton	0		00/01/1900	
00278	School Lunch Co - St Marys 2 (Cleaning)	0		00/01/1900	
00279	School Lunch Co - Gt Milton	0		00/01/1900	
00280	Maiden Erlegh Trust	0		00/01/1900	
00281	EW Stockham	0		00/01/1900	
00282	EW John Henry Newman	0		00/01/1900	
00283	SLC - St Nicolas Abingdon	0		00/01/1900	
00285	TNS Catering - Lord Williams	0		00/01/1900	
00286	Clean Genie - St Marys Bicester* All staff opted out ?	0		00/01/1900	
00287	ABS Catering - CC St James	0		00/01/1900	
00288	EW Ridgeway Children	0		00/01/1900	
00289	EW St Johns Wallingford	0		00/01/1900	
00291	EW Vale Academy Trust at Fitzwaryn School	0		00/01/1900	
00292	Alliance in Partnership - The Cooper School	0		00/01/1900	
00293	Cater Link Ltd - Dominic Barberi	0		00/01/1900	
00294	Fresh Start Catering Limited - St Mary's Catholic Primary School	0		00/01/1900	
00295	Fresh Start Catering - Bure Park Primary School	0		00/01/1900	
00296	Edwards and Ward - Sutton Courtenay C of E Primary School	0		00/01/1900	
00297	Regency Cleaning Services - Meadowbrook College (Radcliffe Academy	0		00/01/1900	
00298	Oxfordshire LEP	0		00/01/1900	
00299	Rapid Commercial Cleaning Services - Clanfield C of E Primary School	0		00/01/1900	
00000	0	0		00/01/1900	
00000	0	0		00/01/1900	
	0	0		00/01/1900	