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	Run provisional CARE on 9 months data Load March CARE data and identify final queries	System Team BH/Systems Team	16/02/19 03/05/19	

Load March CARE data and identify final queries Resolve Final CARE Queries

BH/Systems Team BH/Employer Team

03/05/19 24/05/19

Run CARE data	System Team	31/05/19
Communication	Owner	Due date Status
Write to Scheme employers (see line 8 above)	BH	21/12/18
Email templates/acknowledgements to finalise	BH	18/01/19
Update team at team meeting	BH/SAF	25/01/19
Pension Fund Forum	SAF	25/01/19
Monthly updates - talking pensions	JW/RO	31/01/19
	JW/RO	
Monthly updates - talking pensions		28/02/19
Monthly updates - talking pensions	JW/RO	31/03/19
Monthly updates - talking pensions	JW/RO	30/04/19
Staffing	Owner	Due date Status
Review Current Staff Structure in Light of Recent Experience	SJC/SAF	19/10/18
Agree new structure and Appropriate Division of Duties	SJC/SAF	19/10/18
Revise Job Descriptions, Grades and Person Specifications including suitability of apprenticeships with	SJC/SAF	02/11/18
	530/SAI	02/11/18
County HR		00/14/140
Implement new structure	SAF	02/11/18
Recruitment	Team Leaders	30/11/18
Recruitment - interviews	Team Leaders	07/12/18
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
	reallin Leaders	On-Going
Implementation of i-connect	Owner	Due date Status
	Owner	Due dale Status
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Visit other sites with i-connect	JS	30/11/18
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