## **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	
	Target Date	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
			still require individual scheme employers to be reported for a material breach if a signi
Issue Annual Benefit Statement to all Deferred Scheme Members	31/08/19	100%	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 Oc

## **On-Going Statutory Responsibilities**

	Target
	% of
	cases
	within
SLA (days)	SLA

Annual Allowance	10	90	The statutory deadlines are, in general, two months, although there are some variations
APC	10	90	extend beyond the two months. For the purposes of monitioring and reporting we will u
Data Changes	10	90	deadline. This will also apply to divorce cases where the deadline is in excess of two more
Deaths	10	95	deadline under two months is that of retirements where benefits are being paid after NF
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.

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October 2018

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	A Revised Improvement Plan 2018/19	В	C	D	E	
1						
2	End of Year 2018/19 and Issuance of Annual Benefit Statements	Comments	Owner*	Due date	Status	Comments on Status
3	End of Year Return					
4						
5	Issue Scheme Employer Questionnaire re 2017/18 Exercise		BH	26/10/18	Completed	Feedback requested in Talking Pensions - 1
6	Hold Employer Forum to Discuss Results of Questionnaire		BH	30/11/18	Completed	Forum not held in light of limited feedback r
7	Prepare Briefing for All Employers to Set out any Key Changes		BH/SJC	21/12/18	Completed	Talking Pensions January
8	Confirm Senior Escalation Point with All Scheme Employers		BH	21/12/18	Completed	E-mail sent to all employers 20/12/2018, res
9	Prepare/Review templates for 2018/19 Returns		BH	14/01/19	Completed	15/01/2019
10	Allocate Member of Employer Team to Lead for Each Scheme Employer		BH	14/01/19	Completed	
11	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
13	Annual returns emails to be drafted	Included FAQ information, reminder about AVC's.	BH	16/01/19	Completed	
14	Returns to be sent out w/c 21 January 2019 (include dates for training days)		Employer team	25/01/19	Completed	
15	Contact all employers who have had previous issues to check receipt support needed	Telephone call	Employer team	28/02/19	Completed	
16	Run Employer Training Sessions on Completion of End of Year Return		SAF/BH/JW/RO	15/03/19	Completed	Only one employer wanted a session - co
17	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	Completed	E-mail sent 26/04/2019 to all those who
18	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	Completed	158/186 returns received on time.
19	Review receipt of outstanding returns and issue final escalation letter	Report numbers to SJC/SF	BH	17/05/19	)	Date amended to 09/05/19. Initial chase (close of business) Returns received aff
20	Issue Breach Report to Pension Regulator for non-compliance where end of year return still outstanding		SF	24/05/19		5 still outstanding as at 16/05/2019
21	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		Vetting/Balancing
22	Send end of year review queries to employer	Report numbers to SJC/SF	Employer team	10/05/19	)	Vetting/Balancing
23	Review Receipt of end of year Queries and issue final escalation letter for any outstanding	Report numbers to SJC/SF	BH	24/05/19		Vetting/Balancing
24	Issue Breach Report to Pension Regulator for non-compliance where end of year return queries still outstanding		SF	31/05/19		Vetting/Balancing
	Complete Provisional Runs of end of year data	Report numbers to SJC/SF	BH/RS	31/05/19	)	Provisional Posting
25	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		Provisional Posting
27	Work with Scheme Employers to resolve provisional run queries, escalating as necessary		Employer team	28/06/19		Provisional Posting
28	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		Provisional Posting
29	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		Actual posting (including CARE)
Γ	Review receipt of query responses and issue initial escalation letter	Report numbers to SJC/SF	BH	19/07/19		Actual posting (including CARE)
30	Issue final escalation letter	Report numbers to SJC/SF	BH	26/07/19	)	Actual posting (including CARE)
	Issue Breach Report to the Pension Regulator where outstanding queries mean that data is not sufficient to	1	SF	02/08/19	1	Actual posting (including CARE)

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1 response
k received.
responses being chased. Second e-mail sent
18
- contacted directly
ho had not yet submitted
ase email provides second deadline of 9th May
after this date will be fined

	A Revised Improvement Plan 2018/19	В	С	D	E	
1						
2				-		
3	End of Year 2018/19 and Issuance of Annual Benefit Statements	Comments	Owner*	Due date		Comments on Status
33	Issue Annual Benefit Statements	Daily runs from 5 August starting with those scheme members who have requested a paper statement.	RS	31/08/19		ABS
34						
34	Monthly returns - MARS		Owner	Due date		
35	Review First 6 month returns and identify any missing returns	remind employer (5 days)	BH/SF/JF	31/10/18	Completed	
36	Escalate All Employers with Missing Returns	Chase - Fine to follow	BH/SF/JF	18/01/19	Completed	
37	Identify All Scheme Employers Where Active Membership has Ceased	Fine	BH/SF/JF	31/10/18	Completed	
38	Ensure All Records For Ceased Employers have been loaded and validated	Chase - Fine to follow	BH/SF/JF	30/11/18		
39	Review First 6 months CARE data, and identify any inconsistences. Raise queries with employers		ВН	30/11/18	Completed	
40	Escalate All Missing Monthly Returns by month end		SF/JF	End of Each Month (Nov - Apr)		Ongoing
41	Maintain CARE data monthly, and raise queries with employers each month		BH/SF/JF	End of Each Month (Nov - Apr)		Ongoing
42			Bh/of /of		Completed	
43			•	<b>.</b>	0	
44	Communication		Owner	Due date		
45	Write to Scheme employers (see line 8 above)	Administration guide, TPR letter	BH		Completed	Talking Pensions January
46	Email templates/acknowledgements to finalise	MARS/EOY	BH		Completed	
47	Update team at team meeting	EOY process.	BH/SAF	25/01/19	Completed	
48	Pension Fund Forum	Administration update, confirm eoy coming out	SAF	11/01/19	Completed	
49	Monthly updates - talking pensions	To include key changes from previous years, key dates (including highlighting earlier due date for March MARS return as 19 Anril is a Bank Holiday)	JW/RO	31/01/19	Completed	
50	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	Completed	
51	Monthly updates - talking pensions	Pick up issues identified	JW/RO	31/03/19	Completed	
52						
	Staffing		Owner	Due date	Status	
55	Review Current Staff Structure in Light of Recent Experience		SJC/SAF	19/10/18	Completed	
54	Agree new structure and Appropriate Division of Duties		SJC/SAF	19/10/18	Completed	
55	Revise Job Descriptions, Grades and Person Specifications including suitability of apprenticeships with County		SJC/SAF	02/11/18	Completed	
50	HR Implement new structure		SAF	02/11/18	Completed	
57	Recruitment		Team Leaders	30/11/18	Completed	
58	Recruitment - interviews		Team Leaders	07/12/18		Interviews w/c 07/01/19. Recruitment process
59	Recruitment - issuing offers		Team Leaders	14/12/18		vacant posts. Problem compounded by further further advice from colleagues in HR. Tempora
60	Recruitment - references / medicals		Team Leaders	21/12/18		
61	Recruitment - confirm start dates		Team Leaders	21/12/18		-
62	Resource cover - sickness/maternity		Team Leaders	On-Going		
63	Staff Induction		Team Leaders	08/02/19		See above
64	Staff Training		Team Leaders	On-Going		
65						
66						

F	
1	
ss failed to identify sufficient suitable candid	ates to fill all
er resignations so recruitment cycle re-starte	d following
prary Staff Agencies contacted to provide an i	
any stan Agencies contacted to provide and	iterim solution.

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	Revised Improvement Plan 2018/19					

Solution     Solut	2						
8     Image: Second Process Process Second Process Process Second Process Pr	3	End of Year 2018/19 and Issuance of Annual Benefit Statements	Comments	Owner*	Due date	Status	Comments on Status
8     Image: Second Process Process Second Process Process Second Process Pr	67						
Solution     Solut	68	Governance and Reporting					
Solution     Solut	60						
an analysis of provide based we do the regists       fm and grading statistic data, have a dotted we do the regists and a dotted we do the regists	70	Identify all statutory responsibilities and associated timescales		SAF	26/10/18	Completed	Included in Objectives Sheet of this Improvement P
10       and all log (eq)       And all log			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		31/01/19		Reviewing A guide to pensions authorities on admin CIPFA/AON.
Image of the methods between the quantum meetings         Periade Bade members         Periade Bade Manual Action Periade Bade Manual Actin Periade Bade Manual Action Periade Bade Manual A	72	Determine frequency and timetable of manager reviews of performance data and schedule in diaries		SC/SAF	31/01/19		
In     Mode workshop with Aquila Haywood to terview results of 31 August 2016 Report     SAF     201018     Computation     Mode SAF NS     201018     Computation     Mode SAF NS     201018     Computation     Mode SAF NS     201018     Computation     SAF     1001119     SC decursors with IGA       Products Appoint for 1. Startartice In an Quality Reports converging tests to be analos.     SAF     1001119     SC decursors with IGA     Soe Delow:       Image: Computation of a startartice In about Mit Son Researce Report     Image: Computation of a startartice In about Mit Son Researce Report     Soe Delow:     Soe Delow:       Image: Computation of a startartice In about Mit Son Researce Report     Image: Computation of a startartice In about Mit Son Researce Report     Res     3100110     Computation of a startartice In an IAAA       Image: Computation of a startartice In about Mit Son Researce August Mit Son Researce Mit Researce Mit Researce Mit Researce August	72		Copies to be provided to	SAF	08/03/19		
In     Mode workshop with Aquila Haywood to terview results of 31 August 2016 Report     SAF     201018     Computation     Mode SAF NS     201018     Computation     Mode SAF NS     201018     Computation     Mode SAF NS     201018     Computation     SAF     1001119     SC decursors with IGA       Products Appoint for 1. Startartice In an Quality Reports converging tests to be analos.     SAF     1001119     SC decursors with IGA     Soe Delow:       Image: Computation of a startartice In about Mit Son Researce Report     Image: Computation of a startartice In about Mit Son Researce Report     Soe Delow:     Soe Delow:       Image: Computation of a startartice In about Mit Son Researce Report     Image: Computation of a startartice In about Mit Son Researce Report     Res     3100110     Computation of a startartice In an IAAA       Image: Computation of a startartice In about Mit Son Researce August Mit Son Researce Mit Researce Mit Researce Mit Researce August	74						
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Image: Control Data - Specific Data - Control Data Calling Reports covering tests to be applied, necords to be applied, necords to be applied.     Set 4     121/12/18     Composition Set 5:	76	Data Quality		Owner	Due date		
Bit method but but and basic function but bits is to be anothed.         SMP         Common Name         SMP         Common Name         Set below:           P         Mode X-KON parts         SMP         21/12/18         Common Name         Set below:           P         Mode X-KON parts         SMP         21/12/18         Common Name         Set below:           P         Mode X-KON parts         SMP         21/12/18         Common Name         Set below:           P         Mode X-KON parts         SMP         21/12/18         Common Name         Set below:           P         Mode X-KON parts         SMP         21/12/18         Common Name         MP         MP           P         Mode X-KON parts         SMP         21/10/18         Common Name         MP	77	Hold workshop with Aquila Heywood to review results of 31 August 2018 Report		SAF/RS	26/10/18	Completed	
72				SAF			SC discussing with LGA
Description         Description         Description         Bits         Set 0	79	Produce Action Plan to Improve Data Quality Scores where they fall below 98% in Revised Report		SAF	21/12/18	Completed	See below:
Description         Description         Description         Bits         Set 0	80						
Image: Section Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - addresses - re-un addresses identified       Image: Control Data - Addresses - supplies records on neept of confirmation of new addresses identified       Image: Control Data - Addresses - supplies records on neept of confirmation of new addresses identified       Image: Control Data - Addresses - supplies records on neept of confirmation of new addresses identified       Image: Control Data - Addresses - supplies records on neept of confirmation of new address from scheme member       Image: Control Data - Addresses - supplies records on neept of confirmation of new address from scheme member       Image: Control Data - Addresses - supplies records on neept of confirmation of new address from scheme member       Image: Control Data - Addresses - supplies records on neept of confirmation of new addresses identified       Image: Control Data - Addresses - Supplies records on neept of confirmation data data addresses - Supplies records on neept of confirmation data data addresses - supplies records on neept of confirmation data data addresses - supplies records on neept of confirmation data data addresses - supplies records on neept of confirmation data data addresses - supplies records on neept of confirmation data data addresses - supplies records on neept of confirmation data data addresses - supplies records addresses - supplies records addresses - supplies record	81 82						5246 missing addresses for LGPS status 1,2,4,9 Ongoing - identifying cases involved with view to sending
Common Data - addresses - reun address straing services with new agency         Res         30(04/19         see above - date to be moved once contract is in place           Common Data - addresses - update records on cloand minimation letters to new address from scheme member         Res         31(05/19         see above - date to be moved once contract is in place           Common Data - addresses - update records on cleap of confirmation of new address from scheme member         Res         30(08/19         will need to keep this date as is?           Scheme Specific Data - CARE and Salary Checks - Run reports to confirm latest status         Work completed on previous errors in member the list report as at         Res         30(04/19         Reports run, and will continue running these as part of 1           Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report         Mork completed on previous errors in member contract is in place         Reports run, and will continue running these as part of 1           Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report         Res         Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report         Res         Scheme Specific Data - Annual Allowance - Buk Update for any outstanding Records         Res         Scheme Specific Data - Annual Allowance - Buk Update for any outstanding Records         Res         Scheme Specific Data - Annual Allowance - Buk Update for any outstanding Records         Res         Scheme Specific Data - Annual Allowance - Buk Update for any ou	83	Common Data - addresses - run procurement exercise to identify address chasing agency		SF	29/03/19		New provider selected 14/3/19. Waiting for contract to b
Bit Mark     Mark     Mark     Mark     Mark     Mark       Common Data - addresses - update records on receipt of confirmation of new address from scheme member     RS     30(08/10     will need to keep this date as is?       Scheme Specific Data - CARE and Salary Checks - Run reports to confirm latest status     Work completed on previous error since the last reports as it     RS     28/02/19     Completed     Reports run, and will continue running these as part of I       Bit Scheme Specific Data - CARE and Salary Checks - Run reports to confirm latest status     end of Alausato 2018     RS/Benefits Team     30(04/19     Completed       Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report     records completed     RS     31/01/19     Completed     Data rechecked       Scheme Specific Data - Annual Allowance - Bulk Update for any outstanding Records     RS     29/03/19     Completed     Data rechecked       Scheme Specific Data - Annual Allowance - Determine any process changes (if any) required for 2018/19 data.     RS     29/03/19     Completed     Data rechecked       Implementation of i-connect     Implementation of Academy Working Group on Standardising Data Returns     SC/CLS     30/11/18     Completed       Statemer Group Check A results to work of Academy Working Group on Standardising Data Returns     SC/CLS     30/11/18     Completed       Statemer Group Chennet Chennet Check Check Chened     SC/CLS <td< td=""><td>84</td><td>Common Data - addresses - re-run address tracing exercise with new agency</td><td></td><td>RS</td><td>30/04/19</td><td></td><td>see above - date to be moved once contract is in place</td></td<>	84	Common Data - addresses - re-run address tracing exercise with new agency		RS	30/04/19		see above - date to be moved once contract is in place
85	85	Common Data - addresses - send out confirmation letters to new addresses identified		RS	31/05/19		see above - date to be moved once contract is in place
Bit memory since the last report as at end drawatz 2018       FS/Benefits Team       30/04/19       Annual Allowance - Re-Check Data updated since last data quality report       FS/Benefits Team       30/04/19       Data rechecked         88       Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report       Migringt 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       Completed       Data rechecked         80       Scheme Specific Data - Annual Allowance - Bulk Update for any outstanding Records       RS       29/03/19       Rn where possible, for entres with no conts input as d to run analognal Ada cale to updated acuality varkat - error rate therefore mainly reflected timing issue.       RS       29/03/19       Completed       Tunual Allowance - between the updated ance CV work completed running the actual         91       Implementation of i-connect       RS       29/03/19       Completed       Intrama allowance - be updated ance CV work completed running the actual         92       Usits with L-Gonnect       Implementation of i-connect       Implementation of i-connect       Implementation of i-connect       Implementation gain       I	86	Common Data - addresses - update records on receipt of confirmation of new address from scheme member		RS	30/08/19		will need to keep this date as is?
88       Scheme Specific Data - CARE and Salary Checks - Update Records with Missing Data       Image: Complete of the second scomplete of the second	87		errors since the last report as at		28/02/19	Completed	Reports run, and will continue running these as part of the
Image: specific Data - Annual Allowance - Bulk Update for any outstanding Records       RS       29/03/19       Run where possible, for entries with no conts input as do num antional AA cale to avoid data nuality fails.         mainly reflected timing issue.       RS       29/03/19       Run where possible, for entries with no conts input as do num antional AA cale to avoid data nuality fails.         mainly reflected timing issue.       RS       29/03/19       Run where possible, for entries with no conts input as do num antional AA cale to avoid data nuality fails.         mainly reflected timing issue.       RS       29/03/19       Completed       Annual Allowance to be updated once EOV work completuring the actual         mainly reflected timing issue.       RS       29/03/19       Completed       Annual Allowance to be updated once EOV work completuring the actual         mainly reflected timing issue.       RS       29/03/19       Completed       Annual Allowance to be updated once EOV work completuring the actual         mainly reflect times with i-connect       JS       30/11/18       Completed       Interventional         MS Liable with L-CAr re results of work of Academy Working Group on Standardising Data Returns       JS       30/11/18       Completed       Interventional         MS Liable with solution to Employers       JS       07/12/18       Completed       Interventional       Interventional       Intervention       Intervention <t< td=""><td>88</td><td>Scheme Specific Data - CARE and Salary Checks - Update Records with Missing Data</td><td></td><td></td><td>30/04/19</td><td></td><td></td></t<>	88	Scheme Specific Data - CARE and Salary Checks - Update Records with Missing Data			30/04/19		
90       Implementation of i-connect       to run a notional Acate to avoid data quality fails         91       RS       29/03/19       Completed       Annual Allowance to be updated one EOY work complex         92       Implementation of i-connect       RS       29/03/19       Completed       Annual Allowance to be updated one EOY work complex         93       Implementation of i-connect       RS       29/03/19       Completed       Annual Allowance to be updated one EOY work complex         94       Iwis other sites with i-connect       Iwis other sites with i-connect siter with i-connect siter with i-connect witer with with with with	89	Scheme Specific Data - Annual Allowance - Re-Check Data updated since last data quality report	records completed in September 2018 after August data quality extract - error rate therefore	RS	31/01/19	Completed	Data rechecked
Scheme Specific Data - Annual Allowance - Determine any process changes (if any) required for 2018/19 data.       RS       29/03/19       Completed       Annual Allowance to be updated once EOY work completer numining the actual         91       Implementation of i-connect       Implementation of i-c	90	Scheme Specific Data - Annual Allowance - Bulk Update for any outstanding Records		RS	29/03/19		Run where possible, for entires with no conts input as di to run a notional AA calc to avoid data guality fails
93       Image: sites with i-connect       JS       30/11/18       Completed         94       Visit other sites with i-connect       JS       30/11/18       Completed         95       Liaise with LGA re results of work of Academy Working Group on Standardising Data Returns       SLC/JS       30/11/18       Completed         97       Produce Full Business Case for Pension Fund Committee's December Meeting       JS       07/12/18       Completed         98       Draft implementation plan       JS       07/12/18       Completed         98       Statement of works Signed off       JS       07/12/18       Completed         101       I-connect Deployser       Heywoods/OPF       11/10/19       Completed         101       I-connect Deployed       Heywoods/OPF       21/02/19       Completed         101       I-connect Deployed       Heywoods/OPF       30/03/19       Completed         101       I-connect works Signed off       Heywoods/OPF       30/03/19       Completed         102       Initial Employer onboarding       Heywoods/OPF       30/03/19       Completed         102       Initial Employers onboarded       Heywoods/OPF       30/03/19       Subsequently brought forward to 31 August 2020         104       Live processing <sup>1</sup> Heywoo	91	Scheme Specific Data - Annual Allowance - Determine any process changes (if any) required for 2018/19 data.		RS	29/03/19	Completed	Annual Allowance to be updated once EOY work complet
95       Liaise with LGA re results of work of Academy Working Group on Standardising Data Returns       SJC/JS       30/11/18       Completed         96       L connect Demonstration to Employers       Ask for volunteers, interest       30/11/18       Completed         97       Produce Full Business Case for Pension Fund Committee's December Meeting       JS       071/218       Completed         98       Draft implementation plan       JS       21/12/18       Completed       Implementation plan         99       Statement of works Signed off       Heywoods/OPF       11/01/19       Completed       Implementation plan         100       I-connect Connect Usy established       Heywoods/OPF       30/03/19       Completed       Implementation plan         101       I-connect connectivity established       Heywoods/OPF       30/03/19       Completed       Implementation plan       Implementa	92	Implementation of i-connect					
95       Liaise with LGA re results of work of Academy Working Group on Standardising Data Returns       SJC/JS       30/11/18       Completed         96       L connect Demonstration to Employers       Ask for volunteers, interest       30/11/18       Completed         97       Produce Full Business Case for Pension Fund Committee's December Meeting       JS       071/218       Completed         98       Draft implementation plan       JS       21/12/18       Completed       Implementation plan         99       Statement of works Signed off       Heywoods/OPF       11/01/19       Completed       Implementation plan         100       I-connect Connect Usy established       Heywoods/OPF       30/03/19       Completed       Implementation plan         101       I-connect connectivity established       Heywoods/OPF       30/03/19       Completed       Implementation plan       Implementa	93 94	Visit other sites with i-connect		JS	30/11/18	Completed	
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99       Statement of works Signed off       11/01/19       Completed       11/01/19       Completed         100       I-connect Deployed       Heywoods/OPF       22/02/19       Completed       11/01/19       11/01/19       Completed       11/01/19       11/01/19       Completed       11/01/19 </td <td>97</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	97						
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102       Initial Employer onboarding       Heywoods/OPF       30/06/19       In Progress         103       Final Employers onboarded       Heywoods/OPF       31/12/20       Subsequently brought forward to 31 August 2020         104       Live processing <sup>1</sup> Heywoods/OPF       01/07/19       Initial Phase 1 employers have gone live in advance of of a subsequently brought forward to 31 August 2020         103       Final Employers on boarded       Heywoods/OPF       01/07/19       Initial Phase 1 employers have gone live in advance of of a subsequently brought forward to 31 August 2020         104       Live processing <sup>1</sup> End       End       End       End         105       End       End       End       End       End       End	101	i-Connect connectivity established		Heywoods/OPF	30/03/19	Completed	
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of this Improvement Plan
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5 status 1,2,4,9
ved with view to sending out letters in early March
Naiting for contract to be set up. Dates below will need to move
nce contract is in place
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Revised Improvement Plan 2018/19					
2					
End of Year 2018/19 and Issuance of Annual Benefit Statements	Comments	Owner*	Due date	Status	Comments on Status
3					
* The Owner represents the officer responsible for the delivery of each given task on the stated deadline. Where the	2				
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 t	am				
leader is responsible for managing the work of the team to ensure that all individual members meet their deadlines a	nd				
the overall task is completed to deadlines.					
107					

Ref	Risk	Impact	Risk Owner	Controls in Place to Mitigate Risk							Further Action Required	Data for Completion of Action	Target Risk Rating		ung	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	Initial Recruitment Exercises failed to fill all vacant posts. Further resignations received. Discussions with County HR has given furthe options for advertising vacancies. Also explo using temporary staff			
	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.	2	2	4	Ensure timely performance reporting of data returns against deadlines to ensure escalation process works effectively, so reducing impact of delay		2	2		Majority of Employer Returns now received.			
	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		1			
	4 Technical Failure of System		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			
	5 Legislative Changes	impact of changes		Regular review of LGA bulletins to ensure timely update of our processes.	3	2	e	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	2			
	6 Changes in Actuarial Factors issued by GAD	awaiting new factors -	Chris Thompson/ Vicki Green	Regular review of LGA bulletins, and communications from GAD to ensure timely update of our processes.	3	2	e	Clear Communicatio n to all impacted scheme members so they are aware of delays whilst we await new factors - look to bring in		1	. 2	2	2			

				factors - look				
				to bring in				
				temporary				
				staff to clear				
				backlog if				
				necessary				

## Key to Ratings

 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

1         Notable Control (Control Council - FIRE service         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine         Analting confirmation from heywoods (Council - State Service)         Nameshine		A	В	C	E	F
2         0000         Oxfeeding County Count			Employer	Payroll Contact	PROGRESS/Next step	Next deadline
2         0000         Oxfeeding County Count	1				Awaiting confirmation from beywoods re	
4         00002         VEST CAFORDSHIRE DISTRICT COUNCIL         Lies Simons         Letter sent - confirming contact by         93.14           6         00004         CONTH OXFCORDSHIRE DISTRICT COUNCIL         Samantha Hanwell         Letter sent - confirming contact by         33.14           10         00005         OXF ORD COLVACIL         Samantha Hanwell         Letter sent - confirming contact by         33.14           10         00006         OXF ORD COLVACIL         Samantha Hanwell         Letter sent - confirming contact by         33.14           10         00007         ANEGORN TOWN COLVACIL         Samantha Hanwell         Letter sent - confirming contact by         33.14           10         00017         ANEGORN TOWN COLVACIL         Lis James         Letter sent - confirming contact by         34.14           10         00017         MENGEON TOWN COLVACIL         Lis James         Letter sent - confirming contact by         35.00           10         00027         SWALLINFER OR TOWN COLVACIL         Lis James         List James         Letter sent - confirming contact by         35.00           10         00027         SWALLINFER OR TOWN COLVACIL         Lis James         List James         James         35.00           10         00027         SWALLINFER OR TOWN COLVACIL         Senaninba Shopen<	2	00000	Oxfordshire County Council - FIRE service		<b>C</b> ,	17/05/19
S         Concol         SOUTH OXFORDSHIRE DISTRICT COUNCIL         Capita         Latter set: confering contact by         SU11           7         CONOS         VALE OF WHITE HORSE D C         Capita         Latter set: confering contact by         SU11           7         CONOS         VALE OF WHITE HORSE D C         Capita         Latter set: confering contact by         SU11           7         CONOT         ABIRGEOR TOWN COLINCIL         Susan Whipp         Latter set: confering contact by         SU11           7         CONOT         ABIRGEOR TOWN COLINCIL         Susan Whipp         Latter set: confering contact by         SU11           7         CONOT         CANDONT TOWN COLINCIL         Jamei         Inter set: confering contact by         SU11           7         CONOT         CANCED ARCHARSH COLINCIL         Lise Name payrolliflekAcc         Set contact by         SU11           7         CONOS         VALUENCORD TOWN COLINCIL         Seno Famer         HOE         Get contact by         SU11           7         CONOS         WALLINEY CONN COLINCIL         Seno Famer         HOE         Get contact by         SU11           7         CONOS         WALLINEY CON COLINCIL         Asene Stare         HOE         Get contact by         SU11           7 <td></td> <td></td> <td></td> <td></td> <td></td> <td>31/08/19</td>						31/08/19
6         00004         CHERWELL DISTRICT COUNCIL         Samanth Nameell         Letter sett - confirming contact by         31/1           8         00006         OXFORD COUNCIL         6         Edginton         CSV Nets - confirming contact by         31/1           8         00006         OXFORD COUNCIL         6         Edginton         CSV Nets - confirming contact by         31/1           10         00011         A2 DOMINION HOUSING         Angelina Pitzyam         Letter sett - confirming contact by         31/1           10         00012         CHEPNON INCENT COUNCIL         Lis Ansame payroligideace         List - content         40/2           10         00012         FINME TOWN COUNCIL         Lis Ansame payroligideace         List - content         9/2         31/1           10         00025         FINME TOWN COUNCIL         Samantha Share         List - content         9/2         31/1           10         00030         WITNEY TOWN COUNCIL         Sharon Groth         List - content         9/2         31/2           10         00033         WITNEY TOWN COUNCIL         Sharon Groth         Lift - content         31/1           11         00034         WITNEY TOWN COUNCIL         Sharon Groth         Lift - content         31/1					с ,	31/08/19
7         00005         VALE OF WHITE HORSE D C         Capita         Letter sent - confirming contact by         31/1           9         00007         ABINGDON TOWN COUNCIL         Susan Whitpp         BUY         31/1           9         00017         ASINGDON TOWN COUNCIL         Susan Whitpp         BUY         31/1           10         0011         ASINGDON TOWN COUNCIL         Janet         BUY         31/1           10         0012         CHIPPING NOR TON TOWN COUNCIL         Lase Hamer payolifis/docume         BUY         66           10         0013         KOUNCINCTON PARKER COUNCIL         Lis Jones         BUY         66           10         0022         OXFORD ARCHARCUCOLLUL         Kale Hamer payolifis/docume         BUY         66           10         0022         OXFORD ARCHARCUCOLLUL         Kale Hamer payolifis/docume         BUY         66           10         0023         WALLINFORD RESCHOLLUL         Kale Hamer payolifis/docume         BUY         66           10         0023         WALLINFORD RESCHOLLUL         Kale Hamer payolifis/docume         BUY         66           10         0023         WALLINFORD RESCHOLLUL         Kale Hamer payolifis/docume         BUY         BUY         BUY         BUY				· · ·		31/08/19 31/08/19
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13     00017     HENLEY ON THAMES TOWN COUNCIL     Lis Hanner payofilidicace     UNE     det       14     00018     OUDLINGTON PARSHE COUNCIL     Lise Hanner payofilidicace     meeting     95.05       15     00022     OXFORD ARCHAEOLOGICAL UNIT LTD     Sinon Palmer     Letter sent-confirming contact by     33.0       17     00028     THAME TOWN COUNCIL     Karen Sister     UNE     66.0       18     00031     WITNEY TOWN COUNCIL     Sharon Groth     UNE     66.0       19     00032     KOFORD BROCKES UNIVERSITY     Sarah Prichand     Avaiting test file     83.0       20034     OXFORD BROCKES UNIVERSITY     Sarah Prichand     Avaiting test file     83.0       21     00035     OXFORD BROCKES UNIVERSITY     Sarah Prichand     80.0     83.0       23     00036     BICESTER TOWN COUNCIL     Lis Folgy     UNE     60.0       24     00035     SUTTON COURTENAY PARISH COUNCIL     Lis Folgy     UNE     60.0       200060     NORTH HINKSEY PARISH COUNCIL     Lis Folgy     UNE     60.0       200061     OUNTRY AND DISTRICT CITIZENS ADVICE     Anafer Collett     Meeting     64.0       200070     CUMINOR PARISH COUNCIL     Lis Folgy     UNE     64.0       200071     AMRCHAMP ARISH COUNC						closed closed
15     00022     OXFORD ARCHAEQLOGICAL UNIT_ITD     Sinon Paimer     Lettersent-confirming contact by     31.01       17     00023     THAME TOWN COUNCIL     Karen Stater     Live     6.00       19     00023     THAME TOWN COUNCIL     Sharen Groth     Live     6.00       19     00031     WITNEY TOWN COUNCIL     Sharen Groth     Live     6.00       20     00032     CART ERTON TOWN COUNCIL     Sharen Groth     Live     6.00       21     00033     WORDES LIVE     Sarah Pirchard     Awiting test file     31.01       22     00034     OKFORD BROCKES UNIVERIEST     Sarah Pirchard     Awiting test file     31.01       22     00036     BICESTER TOWN COUNCIL     Sarah Pirchard     Awiting test file     31.01       23     00037     BICESTER TOWN COUNCIL     Linds Marinin     Live     d.01       24     00037     BICESTER TOWN COUNCIL     Linds Marinin     Live     d.01       25     00040     THE HENLEY COLLEGE     Calier Heyocock     CSV Hie sent     31.01       25     00063     MARCHARA PARISH COUNCIL     Live File     Andrew Caleit     Meeting     21.71       26     00063     OVEROB DROCKS COUNCIL     Rachal Johnson     Live File     31.00						closed
15     00027     SWALCLIFFE PARK SCHOOL TRUST     S Coo     Meeting     500       16     00030     WALLINGFORD TOWN COUNCIL     Jennipher Jeje     Live     6d       16     00031     WALLINGFORD TOWN COUNCIL     Jennipher Jeje     Live     6d       17     00023     CARTERTON TOWN COUNCIL     Tam Marchant     Live     6d       17     00033     CARTERTON TOWN COUNCIL     Tam Marchant     Live     6d       18     00033     GOESTER TOWN COUNCIL     Saracht Shippen     Live     6d       19     00033     SUTTOR COURTENAY PARISH COUNCIL     Linde Mariin     Live     6d       10     00040     THE HENLEY COLLEGE     Clive Heycock     CSV file sent     3J       10     00040     THE HENLEY COLLEGE     Clive Heycock     CSV file sent     3J       10     00040     THE MINSER COLNCIL     Linde Mariin     Live     6d       10     00040     THE MINSER COLNCIL     Linde Mariin     Live     6d       10     00040     THE MINSER COLNCIL     Marke Marker     4d     6d       10     00040     MARCHAN PARISH COLNCIL     Linde Mariin     Live     6d       10     00045     EVNEHAM PARISH COLNCIL     Linde Mariin     Live     <					0	15/05/19
17     00028     THAME TOWN COUNCIL     Karen Stater     UVE     edd       19     00031     WITNEY TOWN COUNCIL     Sharon Groth     UVE     edd       19     00031     WITNEY TOWN COUNCIL     Sharon Groth     UVE     edd       20     00032     CARTERTON TOWN COUNCIL     Rachu Johnson     UVE     edd       21     00033     WOODSTOCK TOWN COUNCIL     Rachu Johnson     UVE     edd       22     00034     WORDES UNIVERSITY     Sarah Pichard     Awring test file     Sizi       22     00036     BICESTER TOWN COUNCIL     Sarah Pichard     Council     Edd       23     00036     BICESTER TOWN COUNCIL     Sarah Pichard     Awring test file     Gite       24     00037     UTHON COUNCIL     Lin Sarah     Bite semployment     edd       25     00040     THE HENLEY COLLEGE     Carlier Heycock     CVI file sent     321       26     00051     WITHEY AND DISTICIT CITLENS ADVICE     Andrew Collett     Meeting     221       29     00064     MARCHANA PARISH COUNCIL     Lin Martin     LivE end     6dd       20     00076     ANEIRM COUNCIL     Rachu Johnson     LivE end     6dd       20     00076     CARLINDR PARISH COUNCIL     Rachu Joh						31/08/19
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19     00031     WITNEY TOWN COUNCIL     Sharon Groth     UVE     edd       21     00032     CARTERTON TOWN COUNCIL     Tan Machant     UVE     edd       22     00034     WOODSTOCK TOWN COUNCIL     Sama Phelohard     Awaiting test file     9119       23     00036     BICESTER TOWN COUNCIL     Sama Phelohard     Awaiting test file     9119       23     00036     BICESTER TOWN COUNCIL     Linda Martin     LVE     616       24     00037     SUTTON COURTENAY PARISH COUNCIL     Linda Martin     LVE     616       25     00040     THE HENLEY COLLEGE     Claire Myock     CS VM file sert     311       26     00046     CHINNOR PARISH COUNCIL     Liz Foley     LVE     616       27     00066     ONGTH HINSKEY PARISH COUNCIL     Aina Stone     has file molyment     616       27     00066     ONGTA HINSKEY COUNCIL     Lin Martin     LVE     616       28     00076     OURCH HINSKEY COUNCIL     Lin Martin     LVE     616       20     00070     CUMNOR PARISH COUNCIL     Lam Mark Hassall     LVE     616       20     00070     CUMNOR PARISH COUNCIL     Jamie Pary     Letter sent - confirming contact by     311/       30     00076     BAINGDO						closed closed
121     00033     WOODSTOCK TOWN COUNCIL     Rachel Johnson     LVE     etcl       122     00034     OKPRODE BROCKES LINUYERSTY     Sarah Phichard     Marting test file     Sizi       123     00036     BICESTER TOWN COUNCIL     Lind Martin     LVE     def       125     00040     THE HENLEY COLLEGE     Claire Heyock     CSV file sent     31/1       126     00040     THE HENLEY COLLEGE     Claire Heyock     CSV file sent     31/1       126     00061     WITNEY AND DISTRICT CITIZENS ADVICE     Andrew Colett     Meeting     31/1       127     00060     MARCHAM PARISH COUNCIL     Lin Martin     LVE     def       127     00060     MARCHAM PARISH COUNCIL     Lin Martin     LVE     def       127     00064     MARCHAM PARISH COUNCIL     Lin Martin     LVE     def       127     00070     CUMNOR PARISH COUNCIL     Mark Hassall     LVE     def       128     00076     BABIGNOT ANARCH COUNCIL     Mark Hassall     LVE     def       129     00076     BABIGNOT ANARCH COUNCIL     Jamie Perry     Letter sent - confirming contact by     31/1       130     00076     RABIGNOT ANARCH COUNCIL     Jamie Perry     Letter sent - confirming contact by     31/1       1						closed
122     00034     OXFORD BROOKES UNIVERSITY     Sarah Prichard     Availing test lie     314       123     00036     BICESTER TOWN COLUNCIL     Sarah Prichard     IVIE     det       123     00036     SUTTON COURTERNAY PARISH COUNCIL     Linda Martin     IVIE     det       126     00040     CHINNOR PARISH COUNCIL     Liz Foley     Little     det       127     00050     CHINNOR PARISH COUNCIL     Liz Foley     Hallet employment     det       128     00061     VITNEY AND DISTRICT CITIZENS ADVICE     Andrew Collett     Meeting     21/       128     00065     VITNEY AND DISTRICT CITIZENS ADVICE     Andrew Collett     Meeting     25/       120     00065     WITNEY ANDRUIL     Lin Martin     LiVE     det       120     OUNCE     MARCHAM PARISH COUNCIL     Lin Martin     LiVE     det       130     OUNCE     MARCHAM PARISH COUNCIL     Lin Martin     LiVE     det       1300075     CHALGROVE PARISH COUNCIL     Jamie Parry     LiVE     det       1300076     BANBURY TOWN COUNCIL     Mart Hassail     LiVE     det       1300076     CHALGROVE PARISH COUNCIL     Jamie Parry     LiVE     det       1300076     CHALGROVE PARISH COUNCIL     Mart Hassasi     LiVE			CARTERTON TOWN COUNCIL	Tan Marchant	LIVE	closed
123       00036       BICESTER TOWN COUNCIL       Samantha Shippon       LVVE       dots         124       00037       SUTTON COUNCIL       Lind Martin       Lind       cite         125       00040       THE HENLEY COLLEGE       Claire Heycock       CSV file sent       31/1         126       00040       CHINNOR PARISH COUNCIL       Lin Stone       Tasket       dete         127       00051       WITNEY AND DISTRICT CITIZENS ADVICE       Andrew Collect       Meeting       21/1         127       00064       MARCHAM PARISH COUNCIL       Lin Martin       LIVE       dete         128       00070       QUENDE COUNCIL       Rachel Johnson       LIVE       dete         120       00070       GUMOR PARISH COUNCIL       Rachel Johnson       LIVE       dete         120       00071       ABINSDON AND WITNEY COLLEGE       Jamine Pary       Lettersent-confirming contact by       31/1         130       00072       BANBURY TOWN COUNCIL       Jamantha Shippon       Live       dete         130       00073       CHALGROVE PARISH COUNCIL       Mark Hassall       Live       dete         140       00075       CHALGROVE PARISH COUNCIL       Mark Hassall       Live       dete <t< td=""><td></td><td></td><td></td><td></td><td></td><td>closed</td></t<>						closed
124         00037         SUTTON COURTERNAY PARISH COUNCIL         Linda Martin         LIVE         citie					-	31/05/19 closed
25         00040         THE HENLEY COLLEGE         Claire Heyocok         CS file sent         31/           25         00060         NORTH HINKSEY PARISH COUNCIL         Lis Foly         UVE         dc/           27         00060         NORTH HINKSEY PARISH COUNCIL         Ains Stone         has left employment         dc/           28         00061         WITNEY AND DISTRUCT CITIZENS ADVICE         Andrew Collett         Meeting         31/           29         00063         OKAPDE DCOMMUNIT YOURK AGENCY.         Paul Way         Meeting         35/           30         00076         MARCHAM PARISH COUNCIL         Lin Martin         UVE         dc/           30         00070         BUNDOR PARISH COUNCIL         clerk@cumorparishcouncil.         UVE         dc/           30         00071         BANBURY TOWN COUNCIL         Mark Hassall         UVE         dc/           30         00076         PREDES OF ST JOHN         Lynne Grove         Letter sent - confirming contact by         31/           31         00076         ORDERS OF ST JOHN         Lynne Grove         Letter sent - confirming contact by         31/           31         00077         FHAMES VALLEY PARISH COUNCIL         Sality Thurston         Letter sent - confirming contact by						closed
127     00060     NORTH HINKSEY PARISH COUNCIL     Ain Stone     basieft employment     ctrl       128     00061     WITNEY AND DISTRICT COTIZENS ADVICE     Andrew Collett     Meeting     121       130     00064     MARCHAM PARISH COUNCIL     Lin Martin     UVE     cid       130     00065     EVNSHAM PARISH COUNCIL     Rachel Johnson     UVE     cid       130     00070     CUMNOR PARISH COUNCIL     Rachel Johnson     UVE     cid       130     00070     BINGDON AND WITNEY COLLEGE     Jamire Parry     Letter sent - confirming contact by     31/       141     00072     BANBURY TOWN COUNCIL     Jo Murphy     Letter sent - confirming contact by     31/       150     00076     ORDERS OF ST JOHN     Lynne Grove     Letter sent - confirming contact by     31/       160     00076     ORDERS OF ST JOHN     Lynne Grove     Letter sent - confirming contact by     31/       170     00085     ACTIVATE LEARNING     Bernadette Roberts     Letter sent - confirming contact by     31/       140     00085     SANCTUARY HOUSING     John Sharatt     LVE     cid       140     D0085     SANCTUARY HOUSING     John Sharatt     LVE     cid       141     00085     SANCTUARY HOUSING     John Sharatt						31/08/19
128     00061     WITNEY AND DISTRICT CITIZENS ADVICE     Andrew Collett     Meeting     21/1       29     00063     OXFORD COMMUNITY WORK AGENCY     Paul Way     Meeting     15/9       30     00064     MARCHAM PARISH COUNCIL     Lin Martin     LIVE     def       31     00065     EYNSHAM PARISH COUNCIL     Rachel Johnson     LVE     def       30     00076     CMAINSH COUNCIL     Rachel Johnson     LVE     def       30     00076     BANBURY TOWN COUNCIL     Mark Hassall     Letter sent-confirming contact by     31/1       40     0072     BANBURY TOWN COUNCIL     Jamie Pary     Letter sent-confirming contact by     31/1       30     0076     CRDERS OF ST JOHN     Lynne Grove     Letter sent-confirming contact by     31/1       30     0082     FARINGON TOWN COUNCIL     Saliy Thurston     LWE     def       30     0084     FARINGON TOWN COUNCIL     Saliy Thurston     LWE     def       40     00085     SANCTUARY HOUSING     John Sharatt     LWE     def       40     0084     FARINGON TOWN COUNCIL     Ana Field     LWE     def       40     0085     OXFORD APRISH COUNCIL     Ana Field     LWE     def       40     0084     FARINGON		00048	CHINNOR PARISH COUNCIL	-		closed
29     00063     OXFORD COMMUNITY WORK AGENCY     Paul Way     Meeting     157       30     00064     MARCHAM PARISH COUNCIL     Lin Martin     LUE     Cid       30     00070     CUMNOR PARISH COUNCIL     Rachol Johnson     LUE     Cid       31     00070     CUMNOR PARISH COUNCIL     Cid Kiewanoparishocouncil.     LUE     Cid       30     0071     ABINGDON ADD WITNEY COLLEGE     Jamie Parry     Letter sert - confirming contact by     31/       34     00072     BARBURY TOWN COUNCIL     Johnrphy     LWE     Cid       35     00076     ORDERS OF ST JOHN     Lynne Grove     Letter sert - confirming contact by     31/       36     00076     ORDERS OF ST JOHN     Lynne Grove     Letter sert - confirming contact by     31/       37     00078     THAMES VALLEY PARTNERSHIP     Neil Gwon     Awaiting Acknowledgment     31/       37     00078     CAFOR D COUNCIL     Sally Thurston     LWE     Cid       38     00084     FARINGDON TOWN COUNCIL     Sally Thurston     LWE     Cid       39     00084     FARINGDON TOWN COUNCIL     Ana Field     LWE     Cid       40     00085     SANCTUARY HOUSING     Bernadette Roberts     Letter sert - confirming contact by     31/						closed
30       00064       MARCHAM PARISH COUNCIL       Lin Marin       UVE       dec         31       00065       EYNSHAM PARISH COUNCIL       Rachel Johnson       LINE       dec         33       00071       ABINGDON AND WITNEY COLLEGE       Jamie Parry       Letter sent-confirming contact by       33/         40       0072       BANBURY TOWN COUNCIL       Mark Hassall       LEVE       dec         35       00076       CHALGROVE PARISH COUNCIL       Johnson       Letter sent-confirming contact by       33/         47       00078       THAMES VALLEY PARINERSHIP       Neil Owen       Avaiting Acknowledgment       14/         38       00076       ORDERS OF ST JOHN       Lyms Grove       Letter sent-confirming contact by       31/         39       00082       ACTIVATE LEARNING       Bernadette Roberts       Letter sent - confirming contact by       31/         41       00085       SANCTUARY HOUSING       John Sharatt       LVE       ded         42       00086       SANCTUARY HOUSING       John Sharatt       LVE       ded         43       00091       BERINSFIELD PARISH COUNCIL       Anna Field       LWE       ded         44       00092       OYAP TRUST       Donna Watere       LWE					_	21/05/19 15/05/19
31       00065       EYNSHAM PARISH COUNCIL       Rachel Johnson       LVE       dec         32       00070       CUMNOR PARISH COUNCIL       clerk@cumnorparishcouncil,       LVE       dec         33       00071       ABINGDON AND WITNEY COLLEGE       Jamie Pary       Letter sent - confirming contact by       31/         34       00072       BANBURY TOWN COUNCIL       Mark Hassall       LVE       dec         35       00076       CHALGROVE PARISH COUNCIL       Johnurphy       LVE       dec         36       00076       ORDERS OF ST JOHN       Lyme Grove       Letter sent - confirming contact by       31/         37       00078       THAMES VALLEY PARTNERSHIP       Neil Owen       Awaiting Acknowledgment       14/         380       00082       OXFORD HOMELESS PATHWAYS       Gabriel Grouas       Letter sent - confirming contact by       31/         39       00084       FARINGDON TOWN COUNCIL       Saliy Thurston       LVE       dec         40       00085       SANCTUARY HOUSING       Johna Freid       LVE       dec         41       00086       SANCTUARY HOUSING       Johna Freid       LVE       dec         42       00088       BERINSFIELD PARISH COUNCIL       Anna Freid       LVE <td></td> <td></td> <td></td> <td>-</td> <td></td> <td>closed</td>				-		closed
33       00071       ABINGDON AND WITNEY COLLEGE       Jamip Parry       Letter sent - confirming contact by       31//         34       00072       BANBURY TOWN COUNCIL       Mark Hassall       LWC       6d         35       00076       ORDERS OF ST JOHN       Lynne Grove       Letter sent - confirming contact by       31//         37       00078       THAMES VALLEY PARTNERSHIP       Neil Owen       Awaiting Acknowledgment       14//         38       00082       OXFORD HOMELESS PATHWAYS       Gabriel Grouas       Letter sent - confirming contact by       31//         39       00084       FARINGDON TOWN COUNCIL       Sally Thurston       LUVE       Cdc         40       00085       ACTIVATE LEARNING       Bernadette Roberts       Letter sent - confirming contact by       31//         41       00086       SANCTUARY HOUSING       John Sharatt       LUVE       Cdc         42       00098       BENINSFIELD PARISH COUNCIL       Anna Field       LUVE       Cdc         43       00099       OXFORD ACADEMY       Julie Gage FS4S       Letter sent - confirming contact by       31//         44       00092       OVAP TRUST       Cat Moule       Awaiting Acknowledgment       14//         45       00104       FUSIN						closed
34       00072       BANBURY TOWN COUNCIL       Mark Hassall       LIVE       odd         35       00076       CHALGROVE PARISH COUNCIL       Jo Murphy       Letter sett - confirming contact by       31/1         36       00076       CHALGROVE PARISH COUNCIL       Jo Murphy       Letter sett - confirming contact by       31/1         37       00078       THAMES VALLEY PARTNERSHIP       Neil Owen       Awaiting Acknowledgment       14/1         38       00082       OXFORD HOMELESS PATHWAYS       Gabriel Grouas       Letter sett - confirming contact by       31/1         30       00084       FARINGDON TOWN COUNCIL       Sally Thurston       LWE       Cdc         40       00086       SANCTUARY HOUSING       John Sharatt       LWE       Cdc         40       00088       BERINSFIELD PARISH COUNCIL       Anna Field       LWE       Cdc         41       00090       VALE CAPITA       Michael Allvey       Awaiting Acknowledgment       14/1         42       00090       VALE CAPITA       Michael Allvey       Awaiting Acknowledgment       14/1         43       00090       VALE CAPITA       Michael Allvey       Awaiting Acknowledgment       14/1         44       000102       OLD MARSTON PC       Tin Can						closed
35     00075     CHALGROVE PARISH COUNCIL     Jo Murphy     LIVE     cdd       36     00076     ORDERS OF ST JOHN     Lynne Grove     Letter sent - confirming contact by     33/       37     00078     HAMES VALLEY PARINERSHIP     Neil Owen     Awaiting Acknowledgment     14/       38     00084     FARINGDON TOWN COUNCIL     Sally Thurston     Live     0dd       39     00085     ACTIVATE LEARNING     Bernadette Roberts     Letter sent - confirming contact by     33/       41     00086     SANCTUARY HOUSING     John Sharatt     Live     0dd       42     00088     BERINSFIELD PARISH COUNCIL     berinsfieldpc@al.com     Live     0dd       43     00091     BENSON PARISH COUNCIL     Anna Field     Live     0dd       44     00092     OYAP TRUST     Donna Waterer     Live     0dd       45     00096     VALE CAPITA     Donna Waterer     Live     0dd       46     00097     UNITED LEARNING TRUST     Cat Moule     Awaiting Acknowledgment     14/       47     00099     OXFORD ACADEMY     Julie Gage FS4S     Letter sent - confirming contact by     33/       47     00010     SKFORD POC     Tim Cann     Live     ddd       48     00104 <td< td=""><td></td><td></td><td></td><td></td><td></td><td>31/08/19</td></td<>						31/08/19
35       00076       ORDERS OF ST JOHN       Lynne Grove       Letter sent - confirming contact by       31/         37       00078       THAMES VALLEY PARTNERSHIP       Neil Owen       Awaiting Acknowledgment       124/         38       00082       OXFORD HOMELESS PATHWAYS       Gabriel Grouas       Letter sent - confirming contact by       33/         30       00084       FARINGDON TOWN COUNCIL       Sally Thurston       Letter sent - confirming contact by       33/         40       00085       ACTIVATE LEARNING       Bernadette Roberts       Letter sent - confirming contact by       33/         41       00086       SANCTUARY HOUSING       John Sharatt       LIVE       dec         42       00088       BERINSFIELD PARISH COUNCIL       Anna Field       LIVE       dec         43       00090       OYAP TRUST       Dona Waterer       LIVE       dec       dec         44       00090       OVAP RD ACADEMY       Julie Gage FSAS       Letter sent - confirming contact by       33/         45       00104       FUSION LIFE STYLE       Jeanet fedwards       Awaiting Acknowledgment       14/         46       00102       OLD MARSTON PC       Tim Cann       Letter sent - confirming contact by       33/         50						closed closed
37       00078       THAMES VALLEY PARTNERSHIP       Neil Owen       Awaiting Acknowledgment       14/4         38       00082       OXPORD HOMELESS PATHWAYS       Gabriel Grouas       Letter sent - confirming contact by       31/4         39       00085       ACTIVATE LEARNING       Bernadette Roberts       Letter sent - confirming contact by       31/4         40       00085       ACTIVATE LEARNING       Bernadette Roberts       Letter sent - confirming contact by       31/4         41       00086       SANCTUARY HOUSING       John Sharatt       LiVE       def         42       00088       BERINSFIELD PARISH COUNCIL       Anna Field       LiVE       def         43       00091       BENSON PARISH COUNCIL       Anna Field       LiVE       def         44       00092       OVAP TRUST       Donna Waterer       LiVE       def         45       00096       VALE CAPITA       Moule       Awaiting Acknowledgment       14/4         46       00097       UNITED LEARNING TRUST       Catt Moule       Awaiting Acknowledgment       14/4         47       00099       OXFORD ACADEMY       Julie Gage FS4S       Letter sent - confirming contact by       31/4         48       00110       OXFORD SPIRES ACADEMY						31/08/19
3900084FARINGDON TOWN COUNCILSaily ThurstonLIVEdet4000085ACTUATE LEARNINGBernadette RobertsLetter sent - confirming contact by31/44100086SANCTUARY HOUSINGJohn SharattLIVEdet4200088BERINSFIELD PARISH COUNCILberinsfieldpc@aol.comLIVEdet4300091BENSON PARISH COUNCILAnna FieldLIVEdet4400092OYAP TRUSTDonna WatererLIVEdet4500097VALE CAPITAMichael AllveyAwaiting Acknowledgment14/44600097UNITED LEARNING TRUSTCat MouleAwaiting Acknowledgment14/44700090OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31/44800102OLD MARSTON PCTim GannLIVEdet4900104FUSION LIFESTYLEJeanette EdwardsAwaiting Acknowledgment14/45000110OXFORD SPIRES ACADEMYEPM Sandra lvescurrently testing31/45100113RADLEY PARISH COUNCILJane DymockLiVEdet5200114VALE ACADEMY TRUSTThe Access GroupLetter sent - confirming contact by31/45300115MERCHANT TAYLORS OXON ACADEMY TRUSTThe Access GroupLetter sent - confirming contact by31/4540112GAILOTTS SCHOOL (ABINGDON LEARNING TRUST)The Access GroupLetter sent - confirming contact by31/45400					- ·	14/05/19
4000085ACTIVATE LEARNINGBernadette RobertsLetter sent - confirming contact by31/44100086SANCTUARY HOUSINGJohn SharattLIVEdet4200081BENSON PARISH COUNCILberinstieldo @al.comLIVEdet4300092OYAP TRUSTDonna WatererLIVEdet4400092OYAP TRUSTDonna WatererLIVEdet4500096VALE CAPITAMichael AllveyAwaiting Acknowledgment14/44600097UNITED LEARNING TRUSTCat MouleAwaiting Acknowledgment14/44700099OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31/44800102OLD MARSTON PCTim CannLIVEdet4900104FUSION LIFESTYLEJeanette EdwardsAwaiting Acknowledgment14/45000110OXFORD SPIRES ACADEMYEPM Sandra lvescurrently testing31/45100113RADLEY PARISH COUNCILJane DymockLIVEdet5300118RUSH COMMON SCHOOL (ABINGDON LEARNING TRUST)The Access GroupLetter sent - confirming contact by31/45400120BARTHOLOMEW ACADEMY (EYNSHAM PARTHOLOMEW ACADEMY (EYNSHAM PARTHOLOMEW ACADEMY (EYNSHAM PARTHOLOMEW ACADEMY (EYNSHAM PARTHOLOMEW ACADEMY (Incl. 121 Ch. Norton, 176 Wheatley, plus New Marston prev. OCC)The Access GroupLetter sent - confirming contact by31/45600122LANGTREE ACADEMY ARTHOLOMEW ACADEMYThe Access Group <td></td> <td></td> <td></td> <td>Gabriel Grouas</td> <td>Letter sent - confirming contact by</td> <td>31/08/19</td>				Gabriel Grouas	Letter sent - confirming contact by	31/08/19
4100086SANCTUARY HOUSINGJohn SharattLIVEdot4200088BERNSSFIELD PARISH COUNCILberinsfieldp@@a0.comLIVEdot4300091BENSON PARISH COUNCILAnna FieldLIVEdot4400092OYAP TRUSTDonna WatererLIVEdot4500096VALE CAPITAMichael AllveyAwaiting Acknowledgment14/4600097UNITED LEARNING TRUSTCat MouleAwaiting File31/4700090OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31/4800102OLD MARSTON PCTim CannLVEdot4900104FUSION LIFESTYLEJeanet EdwardsAwaiting Acknowledgment14/5000110OXFORD SPIRES ACADEMYEPM Sandra Ivescurrently testing31/5100113RADLEY PARISH COUNCILJane DymockLivedot5300114VALE ACADEMY TRUSTThe Access GroupLetter sent - confirming contact by31/5300119GILLOTTS SCHOOLGeorge SerlsDue to go live after EDY31/5400112GHIPIN NORTON ACADEMY (EYNSHAM PARTNERSHIP)The Access GroupLetter sent - confirming contact by31/5400122LANGTREE ACADEMYThe Access GroupLetter sent - confirming contact by31/5500112GILLOTTS SCHOOLGeorge SerlsDue to go live after EDY31/5600122LANGTREE ACADEMYThe Acces						closed
4200088BERINSFIELD PARISH COUNCIL Anna Fieldberinsfieldpc@aol.comLIVEdetect4300091BENSON PARISH COUNCIL Anna FieldAnna FieldLIVEdetect4400092OYAP TRUSTDonna WatererLIVEdetect4500096VALE CAPITAMichael AllveyAwaiting Acknowledgment14//4600097UNITED LEARNING TRUSTCat MouleAwaiting Acknowledgment14//4700099OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31//4800102OLD MARSTON PCTim CannLVEdetect4900104FUSION LIFESTYLEJeanette EdwardsAwaiting Acknowledgment14//5000110OXFORD SPIRES ACADEMYEPM Sandra lvescurrently testing31//5100113RADLEY PARISH COUNCILJane DymockLivedetect5200114VALE ACADEMY TRUSTThe Access GroupLetter sent - confirming contact by31//5300118RUSH COMMON SCHOOL (ABINGDON LEARNING TRUST)The Access GroupLetter sent - confirming contact by31//5400120BARTHOLOMEW ACADEMY (EYNSHAM PARTHER SHIP)The Access GroupLetter sent - confirming contact by31//5600112CHIPPIN NORTON ACADEMYThe Access GroupLetter sent - confirming contact by31//5600122LANGTREE ACADEMYThe Access GroupLetter sent - confirming contact by31//5700123RIV				-		31/08/19
4300091BENSON PARISH COUNCILAnna FieldLIVEdetect4400092OYAP TRUSTDonna WatererLIVEdetect4500096VALE CAPITAMichael AllveyAwaiting Acknowledgment14/4600097UNITED LEARNING TRUSTCat MouleAwaiting Acknowledgment14/4700099OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31/4800102OLD MARSTON PCTim CannLiVEcdc4900104FUSION LIFESTYLEJeanette EdwardsAwaiting Acknowledgment14/5000113RADLEY PARISH COUNCILJane DymockLiVEcdc5100113RADLEY PARISH COUNCILJane DymockLiVEcdc5200114VALE ACADEMY TRUSTThe Access GroupLetter sent - confirming contact by31/5300118RUSH COMMON SCHOOL (ABINGDON LEARNING TRUST)The Access GroupLetter sent - confirming contact by31/5401120GilLOTTS SCHOOLGeorge SerilsDue to go live after EOY31/5400120BARTHOLOMEW ACADEMY (EYNSHAM PARTNERSHIP)The Access GroupLetter sent - confirming contact by31/5600121CHIPPIN NORTON ACADEMYThe Access GroupLetter sent - confirming contact by31/5700121CHIPPIN NORTON ACADEMYThe Access GroupLetter sent - confirming contact by31/5700123RIVER LEARNING TRUST (Incl. 121 Ch. Norton, 176 Wheatley,						closed closed
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46       00097       UNITED LEARNING TRUST       Cat Moule       Awaiting File       37         47       00099       OXFORD ACADEMY       Julie Gage FS4S       Letter sent - confirming contact by       31/4         48       00102       OLD MARSTON PC       Tim Cann       LVE       ede         49       00104       FUSION LIFESTYLE       Jeanette Edwards       Awaiting Acknowledgment       14/4         50       00110       OXFORD SPIRES ACADEMY       EPM Sandra lves       currently testing       33/4         51       00113       RADLEY PARISH COUNCIL       Jane Dymock       LVE       ede         52       00114       VALE ACADEMY TRUST       The Access Group       Letter sent - confirming contact by       31/4         00115       MERCHANT TAYLORS OXON ACADEMY TRUST       The Access Group       Letter sent - confirming contact by       31/4         53       00118       RUSH COMMON SCHOOL (ABINGDON LEARNING TRUST)       The Access Group       Letter sent - confirming contact by       31/4         54       TRUST)       The Access Group       Letter sent - confirming contact by       31/4         56       00120       BARTHOLOMEW ACADEMY (EYNSHAM       Letter sent - confirming contact by       31/4         56       00121       CHIP				Donna Waterer	LIVE	closed
4700099OXFORD ACADEMYJulie Gage FS4SLetter sent - confirming contact by31/44800102OLD MARSTON PCTim CannLIVEddddddddddddddddddddddddddddddd				Michael Allvey	Awaiting Acknowledgment	14/05/19
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			HANWELL FIELDS ACADEMY	United Learning		31/08/19
						31/08/19
	63	00127	BURFORD ACADEMY SCHOOL	Julie Gage FS4S	Letter sent - confirming contact by	31/08/19
						closed
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						14/05/19
69       00134       LORD WILLIAMS ACADEMY       The Access Group       Letter sent - confirming contact by       31/0			LORD WILLIAMS ACADEMY			31/08/19
70     00136     OXFORD DIOCESAN TRUST     Mark Jones     Due to go live after EOY     31/0	70	00136	OXFORD DIOCESAN TRUST	Mark Jones	Due to go live after EOY	31/05/19

	А	В	C	E	F
1		Employer	Payroll Contact	PROGRESS/Next step	Next deadline
71	00137	MARLBOROUGH ACADEMY SCHOOL	The Access Group	Letter sent - confirming contact by	31/08/19
72 73	00138	HOME FARM TRUST SOUTH VALE 1 HOME FARM TRUST SOUTH VALE 2	Adeana Derrick Adeana Derrick	Letter sent - confirming contact by	31/08/19
73	00139 00140	CAMDEN SOCIETY CITY 1	Kelly Blake	Letter sent - confirming contact by Letter sent - confirming contact by	31/08/19 31/08/19
75	00141	CAMDEN SOCIETY CITY 2	Kelly Blake	Letter sent - confirming contact by	31/08/19
76	00142	CAMDEN SOCIETY NORTH 1	Kelly Blake	Letter sent - confirming contact by	31/08/19
77	00143	PROPELLER ACADEMY TRUST	The Access Group	Letter sent - confirming contact by	31/08/19
78	00144	CAMDEN SOCIETY WEST	Kelly Blake	Letter sent - confirming contact by	31/08/19
79	00145	GOSFORD HILL ACADEMY	The Access Group	Awaiting Acknowledgment	14/05/19
80	00146	COMMUNITY ALLIENCE EUROPA SCHOOL UK	The Access Group N Tanner	Letter sent - confirming contact by	31/08/19
81 82	00147 00150	GALLERY TRUST	David Ralley	Awaiting Acknowledgment Letter sent - confirming contact by	14/05/19 31/08/19
83	00150	BLACKBIRD ACADEMY	The Access Group	Letter sent - confirming contact by	31/08/19
84	00152	SONNING COMMON PARISH COUNCIL	clerk@sonningcommonparis	LIVE	closed
85	00153	DOMINIC BARBERI ACADEMY	EPM Sandra Ives	Due to go live after EOY	31/05/19
86	00154	LADYGROVE PARK PRIMARY	The Access Group	Letter sent - confirming contact by	31/08/19
87	00155	ST JOHNS PRIMARY	The Access Group	Awaiting Acknowledgment	14/05/19
88	00156	MANOR SCHOOL	The Access Group	Awaiting Acknowledgment	14/05/19
89 90	00157 00158	WILLOWCROFT PRIMARY SCHOOL BLOXHAM PARISH COUNCIL	Julie Gage FS4S Theresa Goss	Awaiting Acknowledgment LIVE	14/05/19 closed
90	00158	ABBEY WOODS ACADEMY	EPM Sandra lves	Live Letter sent - confirming contact by	31/08/19
92	00159	TYNDALE COMMUNITY SCHOOL	Pensions@strictlyeducation.	Awaiting Acknowledgment	14/05/19
93	00162	CHOLSEY PRIMARY SCHOOL	The Access Group	Awaiting Acknowledgment	14/05/19
94	00163	SKANSKA CONSTRUCTION UK LTD	Janette Heisler	CSV file sent	31/05/19
95	00168	FRESH START - BLOXHAM	Tracy Gill	Letter sent - confirming contact by	31/08/19
96	00169	BANBURY MUSEUM TRUST	Karen Bryan karenb@whitle	Letter sent - confirming contact by	31/08/19
97	00170	CATERLINK	Chalister Bash-Taqi	Awaiting Acknowledgment	14/05/19
98	00171	JOHN MASON SCHOOL	The Access Group	Letter sent - confirming contact by	31/08/19
99	00172		The Access Group	Letter sent - confirming contact by	31/08/19
100 101	00174 00177	CARA SERVICES LTD PAM WELLBEING LTD	Ciara Tunstead Jen Underwood	Letter sent - confirming contact by Letter sent - confirming contact by	31/08/19
101	00177	BICESTER LEARNING ACADEMY	Claire Smart specialistlgps@	Letter sent - confirming contact by	31/08/19 31/08/19
102	00170	RAMSDEN PARISH COUNCIL	Jon Gammage	LIVE	closed
104	00180	POPE FRANCIS MULTI ACADEMY	The Access Group	Letter sent - confirming contact by	31/08/19
105	00184	ENDEAVOUR ACADEMY	Helen Coombs helen.coombs	CSV file sent	31/05/19
106	00185	RADCLIFFE ACADEMY TRUST	The Access Group	Letter sent - confirming contact by	31/08/19
107	00186	SCHOOL LUNCH CO - CHARLTON ON OTMOOR	Sarah Melrose	Awaiting Acknowledgment	14/05/19
108	00188	RAPID COMMERCIAL CLEANING LTD	Sarah Bokka	Letter sent - confirming contact by	31/08/19
109	00189		Michelle Blackall michelle.bla	Letter sent - confirming contact by	
	00100				31/08/19
110 111	00190	GREENWICH LEISURE LTD	Mark Benham	Letter sent - confirming contact by	31/08/19
111	00191	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH	Mark Benham Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment	31/08/19 14/05/19
111 112	00191 00192	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER	Mark Benham	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19
111	00191	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH	Mark Benham Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment	31/08/19 14/05/19
111 112 113	00191 00192 00193	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER SCHOOL LUNCH CO - THE BATT	Mark Benham Sarah Melrose Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19 14/05/19
111 112 113 114 115 116	00191 00192 00193 00196 00197 00198	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER SCHOOL LUNCH CO - THE BATT SCHOOL LUNCH CO - STANDLAKE SCHOOL LUNCH CO - WYCHWOOD SCHOOL LUNCH CO - ST MARYS	Mark Benham Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19 14/05/19 14/05/19
111 112 113 114 115 116 117	00191 00192 00193 00196 00197 00198 00204	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER SCHOOL LUNCH CO - THE BATT SCHOOL LUNCH CO - STANDLAKE SCHOOL LUNCH CO - WYCHWOOD SCHOOL LUNCH CO - ST MARYS SCHOOL LUNCH CO - APPLETON	Mark Benham Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19
111 112 113 114 115 116 117 118	00191 00192 00193 00196 00197 00198 00204 00205	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER SCHOOL LUNCH CO - THE BATT SCHOOL LUNCH CO - STANDLAKE SCHOOL LUNCH CO - WYCHWOOD SCHOOL LUNCH CO - ST MARYS SCHOOL LUNCH CO - APPLETON SCHOOL LUNCH CO - BISHOP LOVEDAY	Mark Benham Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19
111 112 113 114 115 116 117	00191 00192 00193 00196 00197 00198 00204 00205 00207	GREENWICH LEISURE LTD SCHOOL LUNCH CO - ST JOSEPH SCHOOL LUNCH CO - ST J FISHER SCHOOL LUNCH CO - THE BATT SCHOOL LUNCH CO - STANDLAKE SCHOOL LUNCH CO - WYCHWOOD SCHOOL LUNCH CO - ST MARYS SCHOOL LUNCH CO - APPLETON SCHOOL LUNCH CO - BISHOP LOVEDAY SCHOOL LUNCH CO - HOOK NORTON	Mark Benham Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose Sarah Melrose	Letter sent - confirming contact by Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment Awaiting Acknowledgment	31/08/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19 14/05/19
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	А	В	С	E	F
1		Employer	Payroll Contact	PROGRESS/Next step	Next deadline
140	00243	White Horse Federation (Southwold School)	Julie Gage FS4S	Letter sent - confirming contact by	31/08/19
141	00244	Capita Five District Councils	Sally Hopkinson	Letter sent - confirming contact by	31/08/19
142 143	00246 00247	Indigo Vinci	Neal Nirmalan Mike Towler	Letter sent - confirming contact by	31/08/19
143	00247 00248	Wyclean Mill Academy	marina.kugel@sasse.de	Letter sent - confirming contact by Letter sent - confirming contact by	31/08/19 31/08/19
145	00240	School Lunch - Witney CP	Sarah Melrose	Awaiting Acknowledgment	14/05/19
146	00250	School Lunch - Nettlebed	Sarah Melrose	Awaiting Acknowledgment	14/05/19
147	00251	Groundwork South	CWoodcock@groundwork.or		14/05/19
148	00252	Adderbury Parish Council	adderburypc@hotmail.com	LIVE	closed
149	00254	GEMS Didcot Primary Academy	George Serls	currently testing	31/05/19
150	00255	School Lunch - RAF Benson	Sarah Melrose	Awaiting Acknowledgment	14/05/19
151 152	00256 00257	Barnardo's Alliance in Partnership (Queen Emma)	Darren Marquis Angela Austin	Awaiting Acknowledgment Letter sent - confirming contact by	14/05/19 31/08/19
152	00257	SCHOOL LUNCH CO - HENDREDS	Sarah Melrose	Awaiting Acknowledgment	14/05/19
154	00259	School Lunch Co - Tackley	Sarah Melrose	Awaiting Acknowledgment	14/05/19
155	00260	Publica	lisa.simons@cotswold.gov.u		31/08/19
156	00261	Hill End Outdoor Education Centre	sheila.parry@spxoxford.co.u		31/08/19
157	00262	APCOA PARKING	Eileen Sullivan	Letter sent - confirming contact by	31/08/19
158	00263	Rapid Clean - Stockham Primary School	Sarah Bokka	Awaiting Acknowledgment	14/05/19
159	00264	Rapid clean - Manor School Didcot Academy Trust	Sarah Bokka	Awaiting Acknowledgment	14/05/19
160	00265	Cleantec Services Ltd	Mary Scott	Letter sent - confirming contact by	31/08/19
161 162	00266 00267	BusyBee Cleaning - Ridgeway End	Suzanne Appleby	Letter sent - confirming contact by	31/08/19
162	00267	St Marys Infant - ODST Oxford Direct Services	S Edginton	Letter sent - confirming contact by CSV file sent	31/08/19 30/06/19
164	00268	School Lunch Company - Blake Cogg	Sarah Melrose	Awaiting Acknowledgment	14/05/19
165	00270	Energy Kidz	Sharon Derrick	Letter sent - confirming contact by	31/08/19
166	00271	Kingston Bagpuise with Southmoor	Sarah Bates	LIVE	closed
167	00272	School Lunch company Orchard Fields	Sarah Melrose	Awaiting Acknowledgment	14/05/19
168	00273	REGENCY CLEANING - CALDECOTT ABINGDON	Krysia Sheppard	Letter sent - confirming contact by	31/08/19
169	00274	School lunch Company - Wroxton	Sarah Melrose	Awaiting Acknowledgment	14/05/19
170	00275	Servicemaster - East Oxford	Susan Weekes	Letter sent - confirming contact by	31/08/19
171	00276	School Lunch Co - St Christopher's Cowley	Sarah Melrose	Awaiting Acknowledgment	14/05/19
172	00277	EW South Moreton	Sharon Scholfield	Letter sent - confirming contact by	31/08/19
173	00278	School Lunch Co - St Marys 2 (Cleaning)	Sarah Melrose	Awaiting Acknowledgment	14/05/19
174 175	00279 00280	School Lunch Co - Gt Milton Maiden Erlegh Trust	Sarah Melrose Olivia Nicholson	Awaiting Acknowledgment Awaiting Acknowledgment	14/05/19
175	00280	EW Stockham	Sharon Scholfield	Letter sent - confirming contact by	14/05/19 31/08/19
177	00282	EW John Henry Newman	Sharon Scholfield	Letter sent - confirming contact by	31/08/19
178	00283	SLC - St Nicolas Abingdon	Sarah Melrose	Awaiting Acknowledgment	14/05/19
179	00285	TNS Catering - Lord Williams	Julie Denness	Letter sent - confirming contact by	31/08/19
180	00286	Clean Genie - St Marys Bicester* All staff opted out ?		Letter sent - confirming contact by	31/08/19
181	00287	ABS Catering - CC St James	Susan Hill	Letter sent - confirming contact by	31/08/19
182	00288	EW Ridgeway Children	Sharon Scholfield	Letter sent - confirming contact by	31/08/19
183	00289	EW St Johns Wallingford	Sharon Scholfield	Letter sent - confirming contact by	31/08/19
184	00291	EW Vale Academy Trust at Fitzwaryn School	Sharon Scholfield	Letter sent - confirming contact by	31/08/19
185 186	00292 00293	Alliance in Partnership - The Cooper School Cater Link Ltd - Dominic Barberi	angela.austin@ainp.co.uk	Letter sent - confirming contact by Awaiting Acknowledgment	31/08/19 14/05/19
187	00293	Fresh Start Catering Limited - St Mary's Catholic Prim		Letter sent - confirming contact by	31/08/19
187	00294 00295	Fresh Start Catering - Bure Park Primary School	Nicholle O'Driscoll	Letter sent - confirming contact by	31/08/19
189	00296	Edwards and Ward - Sutton Courtenay C of E Primary		Letter sent - confirming contact by	31/08/19
190	00297	Regency Cleaning Services - Meadowbrook College (		Letter sent - confirming contact by	31/08/19
191	00298	Oxfordshire LEP		Letter sent - confirming contact by	31/08/19
192	00299	Rapid Commercial Cleaning Services - Clanfield C of	Sarah Bokka	Letter sent - confirming contact by	31/08/19
193	00300	Cater Link Limited - River Learning Trust (New Marsto	• •	Letter sent - confirming contact by	31/08/19
194	00301	Councillors		n/a	closed
195	00302	Councillors		n/a	closed
196	00303	Councillors		n/a	closed
197 198	00304 00305	Councillors Councillors		n/a n/a	closed
198 199	00305	Councillors		n/a	closed closed
200	00307	Aspens Services Limited - John Hampden Primary Sc		Letter sent - confirming contact by	31/08/19
201	00308	Cater Link Limited - River Learning Trust (Garsington	•	Awaiting Acknowledgment	14/05/19
202	00309	Cater Link Limited - River Learning Trust (New Marsto	• /	Awaiting Acknowledgment	14/05/19
203	00310	Cater Link Limited - River Learning Trust (Tower Hill S	• •	Awaiting Acknowledgment	14/05/19
204	00311	L C Housekeeping Services - Dominic Barberi MAC (C	• •		
205	00312	CSN Resources Limited			
206	00313	Intelligent Workplace Solutions Ltd St Gregory the Gre	eat Catholic School (DBMA	C)	
207	00314	Energy Kidz – St Nicolas'			
208	00315	SLC-Grandpont Nursery School		Awaiting Acknowledgment	14/05/19
209	00316	Aspens Services Ltd The Oxford Academy		Letter sent - confirming contact by	31/08/19
210					