

Common Data

Reference	Data Category	Examples of Error Types	Status (Active, Deferred, Pensioner)	Action Required	External dependency?	Data Impact	Number of Errors at July 2021	Number of Errors at Jan 2022	Movement since last update	Commentary	Team now responsible	Revised Target Date (if applicable)
COM1	NI Number	NI Number is temporary, invalid format, prefix/suffix missing, or duplicated.	ALL	Manually correct records and investigate duplicates.	NO	Low	197	309	↑	Most of these are unclaimed refunds with a temp NI number. Exercise to contact members after address tracing complete.	Projects Team	May-22
COM2	Expected Retirement Date	Scheme Retirement Date inconsistent	ALL	Manually/bulk correct records	NO	Low	426	247	↓	Further bulk correction exercise to be run ahead of valuation.		May-22
COM3	Membership Status	Active with Date Left	ALL	Manually correct inconsistent records.	NO	Low	17	139	↑	Manual corrections required but no impact.	Projects Team	May 2022 ahead of valuation
COM4	Address	Lost Contact	Deferred Members	Engage Tracing Agency to locate potential updated address; send verification form.	YES	Medium	5056	4301	↓	Contract now in place with Tracing agency so actual numbers of genuine lost contacts will be much lower as we target groups of members.	Customer Services	Process commenced in September 2021 and will continue during 2022.
COM5	Address	Invalid address, missing postcode etc	ALL	Manually correct incomplete address records.	NO	Low	25	581	↑	To be completed as part of COM4 address tracing exercise.	Customer Services	As above.
COM6	Last Status Event	Duplicate status history	ALL	Manually correct inconsistent records.	NO	Low	55	44	↓	Low priority error with no impact.	Projects Team	Mar-22
COM7	Membership dates	Missing start date, date of joining inconsistent with record, duplicated start dates.	ALL	Investigate and manually/bulk correct incomplete records.	NO	Low	185	30	↓	Bulk correction exercise to be run.	Technical Adviser	Mar-22

Total No. of Errors 5,651

Total No. of Records 179,137

Overall Data Score Reported to Regulator 2021 97%