

Common Data													
Reference	Data Category	Examples of Error Types	Status (Active, Deferred, Pensioner)	Action Required	External dependency?	Data Impact	Commentary	Number of Errors at 18/11/22	Number of Errors at 11/04/2023	Movement	Commentary 18/04/2023	Team now responsible	Revised Target Date
COM1	NI Number	NI Number is temporary, invalid format, prefix/suffix missing, or duplicated.	ALL	Manually correct records and investigate duplicates.	NO	Low	Most of these are unclaimed refunds with a temp NI number. Exercise to contact members after address tracing complete.	305	308	↔	Most of these are unclaimed refunds with a temp NI number. Exercise to contact members after address tracing complete.	Tracing exercise combined with addresses.	Sep-23
COM2	Expected Retirement Date	Scheme Retirement Date inconsistent	ALL	Manually/bulk correct records	NO	Low	Bulk correction exercise to be run.	118	2327	↑	Annual bulk correction run around November required but no impact on day to day casework.	Technical Adviser	Nov-23
COM3	Membership Status	Active with Date Left	ALL	Manually correct inconsistent records.	NO	Low		26	44	↔	Project team have removed majority of errors.	Projects Team	Nov-23
COM4	Address	Lost Contact	Deferred Members	Engage Tracing Agency to locate potential updated address; send verification form.	YES	Medium		3918	3853	↔	Numbers of lost contacts had significantly reduced but volumes increased again following 2022 Deferred Benefit exercise	Tracing exercise combined with Ni mismatches.	30/09/2023
COM5	Address	Invalid address, missing postcode etc	ALL	Manually correct incomplete address records.	NO	Low	To be completed as part of COM4 address tracing exercise.	566	585	↔	To be completed as part of COM4 address tracing exercise.	Tracing exercise combined with Ni mismatches.	30/09/2023
COM6	Last Status Event	Duplicate status history	ALL	Manually correct inconsistent records.	NO	Low	Low priority error with no impact.	36	13	↓	Low priority error with no impact.	Projects Team	Nov-23
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	Bulk correction exercise to be run.	31	43	↔	Low numbers to be corrected manually.	Projects Team	Nov-23
							Total No. of Errors	5,000	7,173				
							Total No. of Records	179,774	180,165				
							Overall Data Score Reported to Regulator 2022/Current status	97%	95%				