

Highlight Report – Address Tracing – Project Phase: In Delivery

Date of Report:		14 January 2020		Upcoming Milestones		
Period Covered		22 November – 20 January 2020		Item	Due	Status
Prepared by:		Chloe Painter		Electronic Trace completed and results returned from ITM	21 st Nov	Complete
Sponsor	Tom Lewis	Customer	Surrey, East Sussex, Hillingdon, Hammersmith & Fulham and Kensington & Chelsea Pension Funds			
Proposed RAG Status	Green			Decision from funds on approach to results	24 th Jan	On Schedule
Projected Costs	£97,407.20 (Across all funds)	Actual Cost	Invoiced as of 14.01.20 £19,272.55 (Across all funds)	Decision from funds on next steps	24th Jan	On schedule
Commentary				Interface electronic results for funds on Altair	28 Feb	On Schedule
<p>ITM have completed the initial electronic trace on gone away member addresses, and the results will provide an increase in data quality which will allow for more efficient processing of pension and member communications.</p> <p>There are a number of members with no address history on Altair, which means these cases require the full trace. Furthermore any members that were not successfully traced in the electronic trace require the full trace.</p> <p>Results of the full trace and an options paper for next steps has been presented to the funds. This options paper outlines the approach to uploading the data on Altair and agreement for the full trace to be completed. A decision on these is due by 24 January.</p> <p>East Sussex have agreed to upload the ITM results to Altair, and this has been interfaced in Altair on 20 January. ITM have now begun work on the full trace for East Sussex, and results typically take 10-12 weeks.</p>						

Board Actions

- Funds to agree approach for ITM results and full trace
- Interface ITM results on Altair (should funds agree this approach)

Key Risks

Item	RAG	Detail	Action/Update
Costs		ITM estimated a low cost for this work, however the results from the initial trace indicate that the proposed costs will be exceeded. The higher costs may have an impact on the funds agreeing to the full trace, and also take the project costs above the procurement threshold, so this will also need to be addressed.	The funds do not have to agree to the full trace, however it is recommended they do in order to improve data quality. The options paper will outline the reason for the higher cost

Key Issues

Item	Detail	Action/Update