Data Cleansing

Highlight Report – Data Cleanse – Project Phase: In delivery

Date of Report:	20th May 2019	Upcoming Milestones		
Project Lead	Tom Lewis	**Item**	**Due** (* = estimated)	**Status**
Prepared by:	Tom Lewis	Compass modelling	30th April	Complete
Project RAG Status	**Green**	End of year data checking / processing (completed returns)	7th June	On schedule
	Project Scope	Resume data cleansing for all remaining errors	3rd June	On schedule
With the valuation, taking place in July 2019 this project is to clean fund data held in the administration system, Altair, to ensure the contribution rates for the next 3 – 4 years can be set with the highest level of accuracy.		Final data load for Hymans	28th June	On schedule

Project Summary

The data cleanse has been taking place since January 2nd 2019 and the administration team have been working closely with the ESCC pension fund to reduce the number of critical errors and influential warning errors prior to the valuation in July 2019. The initial part of this project has seen the focus concentrate on the clearance of errors between April 2016 and March 2018. The progress made since the beginning of the year has been very encouraging, with the critical errors (as defined by Hymans) started at approximately 16,000, with 14,000 of those cases being processed, reducing the figure to 2,000 across active, deferred, frozen, pensioner and dependant up until March 25th (before the pension increase was applied).

At the milestone point of compass modelling with Hymans, the data was successfully loaded into the actuary portal with zero errors, with some agreed assumptions and tolerances for the purposes of this exercise.

As we have now moved into the current financial year, the focus has moved onto the end of year returns for 2018/19 which so far has seen nearly all returns made by employers within the fund (please see EOY/ABS update for specifics). The team has been concentrating on checking the quality of this provided data, with the aim of ensuring it is as accurate as possible. By doing these checks on the year end returns, it will reduce the number of unknown errors once the next phase of data cleanse progresses after all returns are loaded into the Altair system.

At this stage, we are confident the data will be in a workable state for the final valuation upload at the end of June.

Key Risks & Issues

Item	RAG	Detail	Action/Update
Staff changes		Staff hired specifically for data cleansing will be leaving in the coming weeks due to promotion/permanent employment, date unknown at this point. This may cause issues with the speed of errors being cleared.	Liaised with agency that further staff may be required, suitable candidates being sourced. If happens soon, will be escalated as an issue to Pension Lead and Fund Governance.
Assumptions		For compass modelling (30th April) assumptions were made to ensure workable data was provided to the actuary.	The aim will be to remove remaining errors and the 2019 returns should help with this. Some assumption tolerances may need to be agreed prior to final submission if necessary.