

Appendix 1

HR Administration Issue Log

Name of individual	Contact Information
	Unison
	Unison/Individual
	Unison
	Unison

Incident Subject	Date of query
Non Receipt of Pension and Lump Sum	31st March2017
Non Receipt of Pension and Lump Sum	19th April 2017
Non receipt of ABS	6th April 2017
Querying Care pay and ABS	21st April 2017

Date of first response	Date of estimated resolution	Date of resolution
31st March 2017	31st March 2017	31st March 2017
19th April 2017	To be assessed	
6th April 2017	To be assessed	
21st April 2017	To be assessed	

Responsible	Responsible Contract
Kim Edwards	
Kim Edwards	
Sarah Hay	
Sarah Hay	

Comments