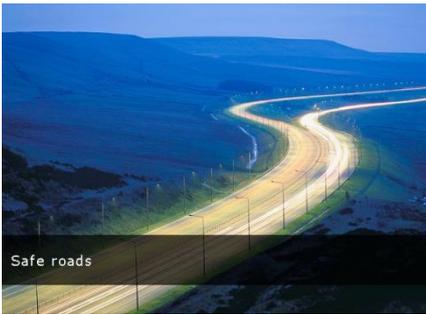**Ops Supply Chain Performance**

Damage to Crown Property Data Standard for CPF

Document Control

Document Title	Damage to Crown Property Data Standard for CPF
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Revision History

Version	Date	Description	Author
1.0	26-Jan-2015	Initial Release for CPF Training	Nigel Dowden
1.1	24-Feb-2015	Updated based on feedback	Daniel Gaze
1.2	09-Mar-2015	Updated and finalised	Daniel Gaze
1.3	09-Apr-2015	Updated for Theft claim types	Daniel Gaze
2.0.1	01-Oct-2015	Version Number Alignment Reference to the Agency or HA amended to Highways England Clarification of Admin Fees in Cost Examples of N/A regarding evidence	Peter Newell
2.0.2	01-Apr-2016	Reference to the Agency or HA amended to Highways England Clarification of Admin Fees in Cost Examples of N/A regarding evidence	Charlotte Brampton
3.0	01-Oct-2016	Minor Revisions Network Delivery and Development (NDD) now Ops Supply Chain Performance What was 1.3e iv) (in version 2.0.2) Third Party Claims – this metric has been removed. Three evidence columns no longer required in DCP sheet. 6.4e) v) Works_Completion_Date new column has been added to the DCP sheet. HA_AREA changed to DATA_KEY_ID on DCP sheet.	Christina Brown

		Metrics renumbered	
4.0	01-Apr-2017	Metrics updated through the CPF April refresh	Ashley Sutherland, Christina Brown, Charlotte Brampton
5.0	01-Oct-2017	Metrics updated through the CPF October refresh	Megan Ricks, Charlotte Brampton
201804	01-Apr-2018	Metrics Updated through the CPF April refresh	Charlotte Brampton

Reviewer List

Name	Role
Chris Bethel, Angelica Rice	Team Leader – Ops Supply Chain Performance
Christina Brown	Assistant Performance Manager – Ops Supply Chain Performance
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Approvals

Name	Title	Date of Issue	Version
Chris Bethel, Angelica Rice	Team Leader - Ops Supply Chain Performance	01/04/2018	201804

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Contents

1. PURPOSE

The purpose of the Damage to Crown Property (DCP) Data Standard is to detail the data collection requirements for Third Party Claims metrics associated with the Collaborative Performance Framework (CPF).

2. OVERVIEW OF DCP DATA

The Damage to Crown Property (DCP) data standard defines the data set that needs to be collected and reported for each claim in order to automatically calculate the Third-Party Claims metric which is under 6.1 the Forecast timescales accurately measure.

The metric is defined in CPF as follows:

- 6.1c) Third party claims - substantiated estimates are accurate and final costs are submitted to HE on time

The remainder of the Damage to Crown Property (DCP) data standard describes the 'Operational Data' that must be reported on a monthly basis via the Regional Performance/Contract Manager.

APPLICABILITY OF DCP METRICS BY CONTRACT TYPE

The following table indicates the DCP metrics that will be applicable to each main contract type:

Theme	Measure	Metric Ref	Metric Title	ASC	RTMC	PAVEMENTS
6. Time	6.1 Forecast Timescales accurately	6.1c	Third party claims - substantiated estimates are accurate and final costs are submitted to HE on time	✓		

3. TIMING OF DCP DATA

The Service Provider is expected to provide information on each claim once the final account and supporting evidence are submitted.

The data standard has a column called REPORT_TYPE which should be populated with one of two values: INITIAL_REPORT or FINAL_ACCOUNT depending upon which of the milestones has been reached and is being reported for each claim.

4. DATA DICTIONARY OVERVIEW

The DCP Data Standard below is in 'Data Dictionary' format. Each data column that needs to be supplied by the Service Provider on a monthly basis is described as an individual row containing the following information:

Information	Description
Name	This is the column name required in the monthly data file.
Data type	Describes the data type each column should be presented as within the monthly data file.
Mandatory	When this is Y then the column <u>must</u> be populated in accordance with the described rules. If it is blank then the data load will not fail, however the ASC should follow the guidance in relation to how to populate the field – in some cases the field should be left blank, whilst in others a default value is defined.
Comment	Describes any rules pertaining to population of the column.

5. DCP DATA STANDARD - DATA DICTIONARY

Name	Data Type	Mandatory	Comment
DATA_KEY_ID	Number (2)	Y	E.g. 03 or 12. Must contain leading zero
REPORTING_PERIOD	Number (6)	Y	Must be of format YYYYMM
REPORT_TYPE	Text (20)	Y	Constrained value of either INITIAL_REPORT or FINAL_ACCOUNT
DAMAGE_CLAIM_NUMBER	Text (20)	Y	Unique ID for the claim. May be Incident Number or other unique identifier.
DATE_OF_INCIDENT	Date	Y	Must be of format: DD/MM/YYYY
DATE_OF_TR430_SUBMISSION	Date	N	Must be of format: DD/MM/YYYY Not mandatory since 201804 as this aspect is no longer measured through CPF.
SUBSTANTIATED_ESTIMATE	Decimal (8)	Y	Cost in pounds and pence. Should not exceed 4,999,999.99 e.g. a substantiated estimate cost of £12.6k should be shown as 12600.00. Admin Fees should be included in the estimate.
REPORT_ON_ACCIDENT	Text	Y	Police or Traffic Officer report supplied - Must be either Y or N, or N/A for claims that do not require police or traffic officer reports

Name	Data Type	Mandatory	Comment
FINAL_ACCOUNT_VALUE	Decimal (8)	Y if Report Type is Final Account	Cost in pounds and pence. Should not exceed 4,999,999.99.99 e.g. a substantiated estimate cost of £12.6k should be shown as 12600.00 Admin Fees should be included in the estimate.
FINAL_ACCOUNT_DATE	Date	Y if Report Type is Final Account	Must be of format: DD/MM/YYYY or blank if not available yet.
EVIDENCE_VEHICLE	Text	Y if Report Type is Final Account	Must be either Y or N, or N/A for claims that do not require evidence provision Examples of N/A -Fatality, Attempted Suicide, Ministry of Defense / Armed Forces Accident, Theft, Mining Subsidence, Uninsured drivers, however some fields may be relevant to be included on DCP returns.
EVIDENCE_NAME_ADD	Text	Y if Report Type is Final Account	Must be either Y or N, or N/A for claims that do not require evidence provision. Examples of N/A -Fatality, Attempted Suicide, Ministry of Defense / Armed Forces Accident, Theft, Mining Subsidence, Uninsured drivers, however some fields may be relevant to be included on DCP returns.

Name	Data Type	Mandatory	Comment
EVIDENCE_INSURER	Text	Y if Report Type is Final Account	Must be either Y or N, or N/A for claims that do not require evidence provision Examples of N/A -Fatality, Attempted Suicide, Ministry of Defense / Armed Forces Accident, Theft, Mining Subsidence, Uninsured drivers, however some fields may be relevant to be included on DCP returns.
COMMENTS	Text (255)	N	Optional
WORKS_COMPLETION_DATE	Date	Y if Report Type is Final Account	Must be of format: DD/MM/YYYY or blank if not available yet.

Glossary

Term	Meaning
ASC	Asset Support Contract
CPF	Collaborative Performance Framework
DCP	Damage to Crown Property
HE	Highways England
OPs	Operations
OPC	Operations Performance Community