

**APPENDIX B**

**Breach Reporting Form**

Name of reporter

Date of breach

Why do you think this is breach?			
Details of breach			
Implications of breach			
Actions to rectify breach			
Has the breach been rectified?	Yes	<input type="text"/>	Date <input type="text"/>
	No	<input type="text"/>	Expected resolution date <input type="text"/>

Ongoing actions to rectify	
Other relevant information	
Changes to practice / procedures	

Ref to Governance Manager  Date  (within 3 days of breach)

Ref to Head of Pensions  Date

Ref to S151 Officer  Date