Breaches Flowchart

1	a	**Possible Breach identified**	Complete form within 3 days		
	b	**Serious Breach raised with Head of Pensions**	Head of Pensions to complete stage 3		
	c	**Breaches have been raised with the Pension Committee**	Head of Pensions to complete stage 3		

2	**Breach form completed**	Pass to Governance and Compliance Manager	

3	**Form received by Governance and Compliance Manager**	Check facts	
		Check requirements of the law	

4	**Has a breach occurred**	No	Refer to Head of Pensions to sign off
		Yes	Enter in Breaches log

5	**Is the breach Material**	No	Refer to Head of Pensions to sign off	update Breaches log
		Not clear	Refer to Head of Pensions to make recommendation	update Breaches log
		Yes	Refer to Head of Pensions to make recommendation	update Breaches log

6	**Head of Pensions receives referral**	Not clear if Breach is Material	Make recommendation and refer to S151 Officer for decision	update Breaches log
		Breach is Material	Make recommendation and refer to S151 Officer for decision	update Breaches log

7	**S151 Officer decides breach is Material**	Scheme Manager reports Breach to the Pensions Regulator	Update Breaches Log