

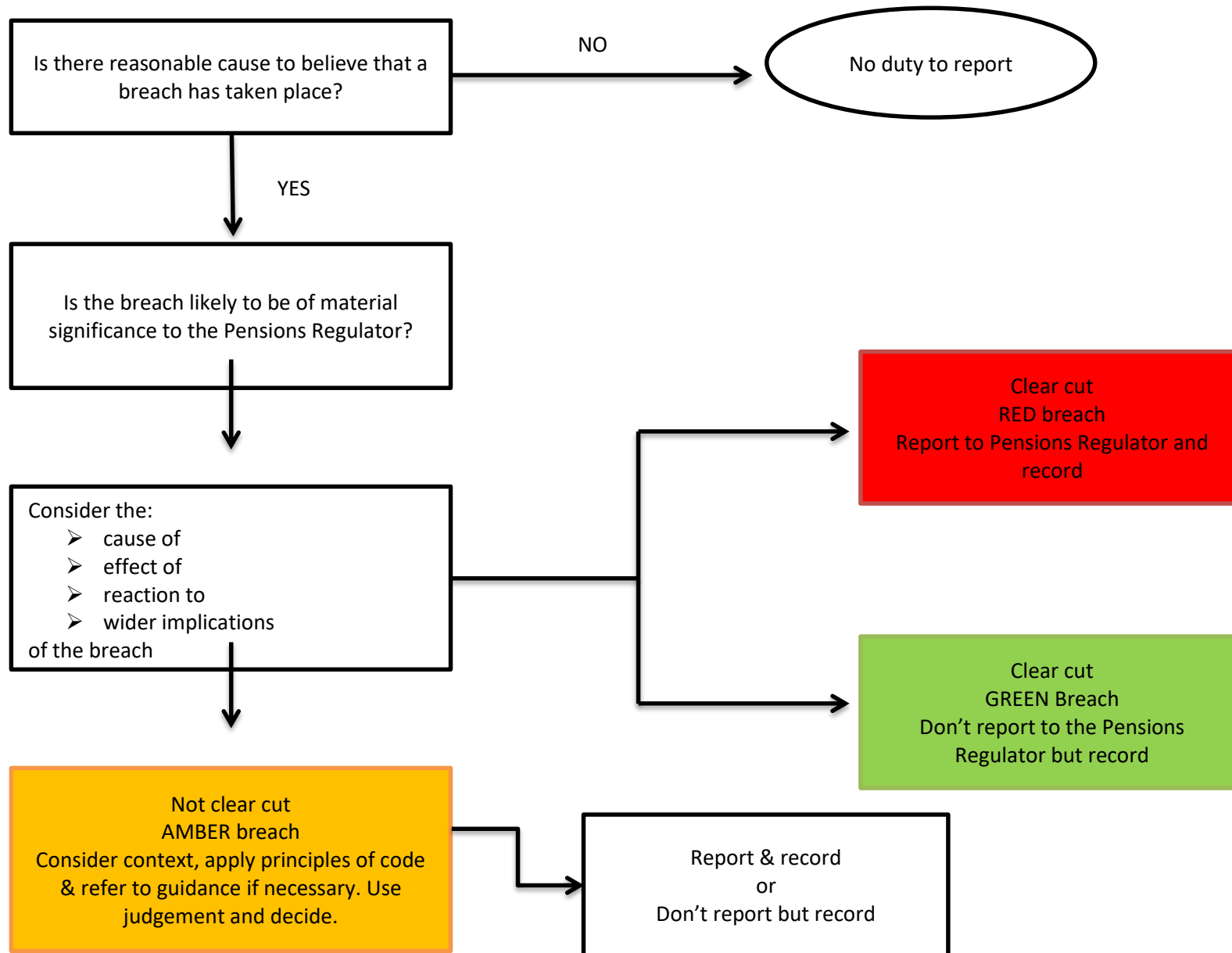
London Borough of Lewisham Administering Authority Breaches Process & Log

All breaches or likely breaches identified are to be reported to the Monitoring Officer (Jeremy Chambers) and Section 151 Officer (Kathy Freeman) as soon as they are identified. The Head of Payroll and Pensions (Shida Ashrafi) will log all breaches on the Council's breaches log once notified, this notification will include the following:

- the date the breach or likely breach was identified;
- name of the employer (where appropriate);
- any relevant dates;
- a description of the breach, its cause and effect, including the reason it is, or is not, believed to be of material significance;
- whether the breach is considered to be red, amber or green;
- a description of the actions taken to rectify the breach;
- a brief description of any longer term implications and actions required to prevent similar types of breaches re-occurring in the future.

The Monitoring Officer (Jeremy Chambers) will be responsible for ensuring the effective management and rectification of any breach identified, including the submission of any report to the Pensions Regulator. Any documentation supporting the breach will be maintained by the Head of Payroll and Pensions (Shida Ashrafi).

Process Flow



Breaches Log

Date Identified	Pensions Administration or Employer (if applicable)	Relevant Dates	Description	Red, Amber or Green	Actions Taken	Long Term Effects