



Secretariat: [bluelight.pensions@local.gov.uk](mailto:bluelight.pensions@local.gov.uk)

## Breach Assessment Template

### Date of assessment

01/12/2019

### Introduction

Annual Benefit Statements.

For August 2019

Total active members @ 31.3.2019 = 586

Leavers since this date = 19

New starters in March = 8

System/Data errors = 6 (those outstanding from our email & PSO debit that needs looking at

**Total statements due = 553**

Total Printed = 523 (bulk run)

Modified retained = 30 (12 x 2 statements, 6 x 1 statement) these will be produced manually

There were 2 statements outstanding as at the deadline of 31/08/2019 due to data errors that are still being investigated.

### Identified

Following last years breach we now do an annual reconciliation exercise of ABSs to ensure XPS active member records match those held by Cheshire Fire.

# Assessment

[Using the [TPR guidance](#) comment on the four areas and score red, amber or green

	<b>Cause</b>	<b>Effect</b>	<b>Reaction</b>	<b>Wider Implications</b>
<b>Red</b>				
<b>Amber</b>				
<b>Green</b>	An isolated incident linked to data error.	There is evidence that only 2 members were affected. Although other members reported not receiving a statement, this is likely due to postal issues.	Action has been taken to correct the breach and the cause has been identified and once the data errors have been resolved, this should not occur for these members next year.	It is unlikely that the scheme will be in breach of other legal requirements

## Action

Correction of data errors for the 2 affected members.

## History / Frequency

There were a number of members who did not receive a statement in 2016, 2017 and 2018 due to technical issues with the interface between the pension software and the printing database and the software not identifying multiple roles. However, this year has seen a significant improvement.

## Decision

<b>Report as material breach</b>	
<b>Recorded as breach</b>	Yes

**Assessed by:** Jill Swift

**Date of assessment:** 06/11/2019

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## Board Review:

**Tabled at Board Meeting:** No but issue reported to November

LPB

**Agreed by board:** N/A