

### Breaches Report 2017-18

Breach Number	Year	Date of Breach / Likely Breach	Failure Type	A description of the breach (including relevant dates), its cause and effect, including the reasons it is, or is not, believed to be of material significance	Been reported to tPR before	RAG Status	Report to tPR	Actions taken to rectify the breach. A brief descriptions of any longer term implications and actions required to prevent similar types of breaches recurring in the future
1	2017-18	19/7/17	Contributions	June (£1,664.93) contributions not received until 24/07/2017 - 5 days late. <b>Cause:</b> Received late due to Royal Mail. Clerk states that payment was sent to us before 19th of month (payment is normally received early-see email). <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
2	2017-18	19/7/17	Contributions	June (£1,462.27) contributions not received until 20/07/2017 - 1 day late. <b>Cause:</b> Email received 14/07/2017 informing us that the payment will be late due to them moving to Pay Connect and 1 employee was late returning a form. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
3	2017-18	22/7/17	Contributions (PSD)	April-June (£4,181) Past Service Deficit payment not received until 28/07/2017 - 6 days late. <b>Cause:</b> Finance Officer off sick and works part-time. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
4	2017-18	22/7/17	Contributions (PSD)	June (£550) Past Service Deficit payment not received until 25/07/2017 - 3 days late. <b>Cause:</b> Finance Officer was on leave (see email). <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
5	2017-18	22/9/17	Contributions	August contributions not received until 6/10/2017 - 14 days late. <b>Cause:</b> Internet banking has been unavailable due to change of account number with bank. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
6	2017-18	19/10/17	Contributions	September contributions not received until 23/10/2017 - 4 days late. <b>Cause:</b> Linked to a late payment of salaries. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
7	2017-18	22/10/17	Contributions	September contributions not received until 23/10/2017 - 1 day late. <b>Cause:</b> Didn't complete all stages for online banking therefore payment didn't leave the account. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
8	2017-18	22/10/17	Contributions (PSD)	July-September quarter contributions payment not received until 27/10/2017 - 5 days late. <b>Cause:</b> Dual authorisation process introduced-has had some problems with it . <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
9	2017-18	22/11/17	Employers Contributions	October ERS contributions not received until 1/12/17 - 9 days late. <b>Cause:</b> due to the reorganisation of the payment making process within the department that normally makes the payment. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
10	2017-18	22/11/17	Contributions	October contributions not received until 5/12/17 - 13 days late. <b>Cause:</b> Finance Officer off sick, person covering didn't make payment. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
11	2017-18	22/12/2017	Contributions	November contributions not received until 15/01/2018 - 24 days late. <b>Cause:</b> Finance Officer & other key members of staff off sick. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.

12	2017-18	22/1/18	Contributions	December contributions not received until 24/01/2018 - 2 days late. <b>Cause:</b> Finance Officer off sick. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
13	2017-18	22/1/18	Contributions	December contributions not received until 7/2/2018 - 16 days late. <b>Cause:</b> Swim Narberth pool has been closed to staff for the past 3 months as major renovation work going on, manager had to contact committee to make payment. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
14	2017-18	19/1/18	Contributions (chq)	December contributions not received until 06/02/2018 - 18 days late. <b>Cause:</b> Clerk in hospital for previous 3 weeks-his job is not covered when he is ill. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
15	2017-18	22/1/18	PSD	December contributions not received until 30/01/2018 - 8 days late. <b>Cause:</b> Online banking issues (see attached email). <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
16	2017-18	19/1/18	Contributions (chq)	December contributions not received until 22/01/2018 - 3 days late. <b>Cause:</b> Delay in getting second signatory to sign cheque. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
17	2017-18	22/1/18	PSD	December contributions not received until 23/01/2018 - 1 day late. <b>Cause:</b> Finance Officer on compassionate leave. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
18	2017-18	22/2/18	Contributions	January contributions not yet received until 9/3/18. <b>Cause:</b> Officer didn't inform Finance Dept to make payment and was then on leave. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
19	2017-18	22/3/18	Contributions	February contributions not yet received until 3/4/18. <b>Cause:</b> Finance Officer on annual leave and sick leave. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
20	2017-18	19/4/18	Contributions	March contributions not received until 4/5/18 - 15 days late. <b>Cause:</b> Clerk on sick leave. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.
21	2017-18	19/4/18	Contributions	March contributions not received until 4/5/18 - 15 days late. <b>Cause:</b> Clerk on sick leave. <b>Effect:</b> Contributions have now been received	No	Amber	No Report	There are no long term implications associated with this breach. Contributions now up to date.