

**Correspondence File 1**

**Policy & Finance Meeting**

**23<sup>rd</sup> May 2022**

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Good Afternoon,

I am writing to make you aware of arrangements for play provision over the school summer holidays 2022. We are looking forward to a busy summer of play, and will be using the Holiday Playworks Grant from Welsh Government to assist in funding play sessions this year. Each Town and Community Council will receive 2 play sessions free of charge (rather than receiving a grant as previous years).

We are feeling very hopeful that given all the developments over the past 12 months and the approach from the Welsh Government in regards to children's play opportunities we will be able to run this summer's provision as in previous years with slight changes to our practice and risk assessments to ensure the safety of your communities. Sessions will return to a length of 2 hours.

Many Town and Community Councils have historically provided funding for 'Playing Out' summer holiday play provision and we hope to be back with a full timetable for summer 2022.

Costing for this year's provision are as follows:

**Price for 1 session £270**

**Price for 1 session per week for 5 weeks: £810 (2 free sessions included)**

**Secondary locations: 1 session per week for 5 weeks £,1350**

*(Your T&C Council can have as many sessions per week as you would like to pay for)*

'Playing Out' will offer free, open access play provision of high quality to enable children and young people to play, develop and socialise with their peers. Supporting positive mental health and well-being within families and communities.

Play sessions will offer opportunities such as den building, arts and crafts, cooking on the fire, water slide, making tree swings, free play, sports, circus skills, dressing up and loose parts play.

Open Access Play Provision is a measure in the Play Sufficiency Assessment; your input would ensure children in your community have a happy, more active summer and assist in the wider recovery of children and young people and their families who have felt isolated over the past 2 years.

Please return the attached form to Nathania Minard– [nathania.scyner@conwy.gov.uk](mailto:nathania.scyner@conwy.gov.uk) as soon as possible to indicate if your council is able to fund this worthwhile and much appreciated provision.

If you require more information or would like a presentation to your council on Playing Out please don't hesitate to contact me.

**Kind Regards**

**Nathania Minard**

Swyddog Datblygu Chwarae / **Play Development Officer**

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## ATC Clerk

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**From:** Nathania Scyner  
**Sent:** 04 May 2022 09:23  
**To:** ATC Clerk  
**Subject:** RE: Chwarae Allan Haf 2022 / Playing Out Summer 2022

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Budget 22/3 £1900

Thank you for your email Mandy.

Yes to have one session a week in one park it will be the reduced cost of £810.

A second location (park) would cost £1350.

Total cost for 2 session per week: £2,160.

In previous year I think you have had 7 session in total, 4 in Pentre Mawr and 3 in Parc Gele. To mirror this the total cost would be £1350. Essentially everyone is getting 2 free sessions irrespective of further funding.

I am available and would be delighted to come discuss and present the project to the council on the 26<sup>th</sup> May.

Kind Regards

**Nathania Minard**

Swyddog Datblygu Chwarae / **Play Development Officer**  
Gwasanaethau Hamdden / **Leisure Services**  
Economi & Diwylliant / **Economy & Culture**  
Cyngor Bwrdeistref Sirol **Conwy County Borough Council**  
**E-Bost:** [nathania.scyner@conwy.gov.uk](mailto:nathania.scyner@conwy.gov.uk)  
**Ffôn/Tel:** 0300 4569525



**From:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Sent:** 29 April 2022 12:59  
**To:** Nathania Scyner <nathania.scyner@conwy.gov.uk>  
**Subject:** RE: Chwarae Allan Haf 2022 / Playing Out Summer 2022

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## ATC Clerk

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**From:** Wendi Patience <wpatience@onevoicewales.wales>  
**Sent:** 10 May 2022 13:20  
**To:** Wendi Patience  
**Cc:** Wendi Patience  
**Subject:** FREE TRAINING PLACES FOR COUNCILLORS FOR 2022-2023  
**Attachments:** Free Places Form 2022-2023.docx

### This Message Is From an External Sender

This message came from outside your organization.

Dear Chair/Clerk,

#### FREE PLACES AVAILABLE ON OUR CORE MODULES

We have been running training webinars since the middle of September 2020 and many Councillors throughout Wales have attended and we sincerely hope that as a result they consider themselves to be more knowledgeable and better able to understand the legal and procedural requirements that Councils must work within.

We are delighted to be able to advise Councils that the Welsh Government has decided to offer free places on selected core modules available from the start of May 2022 until 31 March 2023. This is a very generous offer and demonstrates the Welsh Government's commitment to the sector as Councils strive to enhance their capacity and capability in providing high quality services for their communities. The free places now on offer will apply to all councils subject to the funding level not being exceeded this financial year.

So, what is the offer? The offer is as follows: -

Two free places per Council on each of the following training webinars:

Council as an Employer  
Understanding the Law  
Local Government Finance (Basic)  
Local Government Finance (Advanced)

In other words, a total of 8 free places but a maximum of two on each of the core modules.

Although priority will be given to Council Chairs and Chairs of Finance Committees, Councils can nominate any other Councillors to attend the webinars.

Additionally, the Welsh Government has also provided funding for 2 free places per Council on our Code of Conduct training webinar. The level of funding provided will allow us to offer 257 free places in total.

The amount of funding now available is finite and places on webinars will be allocated on a first come first served basis. One Voice Wales has sufficient funding to allocate 1757 free places. You are encouraged



therefore to complete and return the attached form to Wendi Patience when you wish to nominate Councillors to attend webinars on the published dates which will be circulated to Clerks on a regular basis.

I sincerely hope that your Council will take maximum advantage of this offer which may not be repeated in future financial years.

Yours sincerely,

Lyn Cadwallader  
Chief Executive

One Voice Wales / Un Llais Cymru  
24c College Street / 24c Stryd y Coleg  
Ammanford / Rhydaman  
Carmarthenshire / Sir Caerfyrddin  
SA18 3AF

Email: [wpatience@onevoicewales.wales](mailto:wpatience@onevoicewales.wales)  
Epost: [wpatience@unllaiscymru.cymru](mailto:wpatience@unllaiscymru.cymru)

Tel/Ffon: 01269 595400 / **07929 715990**



The principal representative body for Community and Town Councils in Wales/  
Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru

Website/Gwefan: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)



@onevoicewales

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In response to the Good Governance Review the fund has been reviewing its governance arrangements, with reference to the recommendations laid out in the review.

Currently the scheme does not have an Administration Strategy. The recommendation from the Good Governance report was that:

“Each administering authority must publish an administration strategy.”

Until now it has been a matter of fund discretion as to whether it put a strategy in place. While the LGPS Regulations themselves set out what must be included within any such Strategy, should a fund choose to have one, the depth and quality of the information contained within the documents can vary significantly.

In addition to the production of an Administration Strategy, is the need to ensure it is published and accessible and delivers on the requirements of the Regulations.

### **What are the key objectives of the administration strategy?**

The key objectives of this strategy are to ensure that:

- The Fund and Employers are aware of and understand their respective roles and responsibilities under the LGPS Regulations and in the delivery of administrative functions
- The Fund operates in accordance with LGPS regulations and is aligned with The Pension Regulator in demonstrating compliance and scheme governance.
- Communication processes are in place to enable both the Fund and Employers to proactively and responsively engage with each other and other partners.
- Accurate records are maintained for the purpose of calculating pensions entitlements and Employer liabilities, ensuring all information and data is communicated accurately, timely and in a secure and compliant manner
- The Fund and scheme employers have appropriate skills and that guidance/training is in place to deliver a high quality service and effectively contribute to the changing pensions agenda
- Standards are set and monitored for the delivery of specified activities in accordance with Regulations.

### **What needs to be included in the administration strategy?**

The regulations set out that the following items should be included in the administration strategy:

- procedures for liaison and communication between the administering authority and Scheme employers
- the establishment of levels of performance which the administering authority and its Scheme employers are expected to achieve in carrying out their Scheme functions,
- the setting of performance targets,
- the making of agreements about levels of performance and associated matters, or such other means as the administering authority considers appropriate;
- procedures which aim to secure that the administering authority and its Scheme employers comply with statutory requirements in respect of those functions and with any agreement about levels of performance;
- procedures for improving the communication by the administering authority and its Scheme employers to each other of information relating to those functions;
- such other matters arising from its pension administration strategy as it considers appropriate; and
- such other matters as appear to the administering authority after consulting its Scheme employers and such other persons as it considers appropriate, to be suitable for inclusion in that strategy.

### **Gwynedd Pension Fund's Administration Strategy**

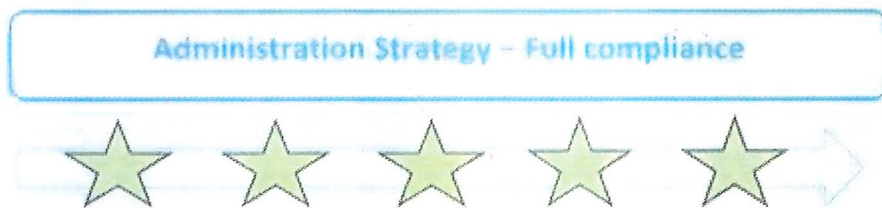
A copy of Gwynedd's proposed Strategy is attached to this e-mail.

As part of preparing for the good governance project, a draft copy of the strategy was shared with Hymans Robertson in order to receive feedback.

They confirmed that in line with the Good Governance recommendation, the Administration Strategy touches on the following areas:

- Service standards/SLAs
- Engagement and communication
- Customer (member and employer) satisfaction
- Employer performance

They were of the view that the Administration Strategy meets all current requirements and those additional requirements resulting from the Good Governance review:



**We would appreciate feedback on the Strategy from the employers before the policy presented at the Pension Committee for approval.**

If you would like to make any comments then please email Meirion Jones, Pensions Manager ([meirionjones2@gwynedd.llyw.cymru](mailto:meirionjones2@gwynedd.llyw.cymru)) before 13/05/2022.

Diolch / Thank you

**Meirion Jones**  
Rheolwr Pensiynau  
Pensions Manager

(01286) 679643  
[MeirionJones2@gwynedd.llyw.cymru](mailto:MeirionJones2@gwynedd.llyw.cymru)  
[www.cronfabensiwnngwynedd.cymru](http://www.cronfabensiwnngwynedd.cymru)

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Mae'r e-bost hwn ac unrhyw atodiad iddo yn gyfrinachol ac fe'i bwriedir ar gyfer y sawl a enwir arno yn unig. Gall gynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd trwy gamgymeriad ni ellwch ei gopio, ei ddsbarthu na'i ddangos i unrhyw un arall a dylech gysylltu â'r anfonwr ar unwaith. Mae unrhyw gynnwys nad yw'n ymwneud â busnes swyddogol y corff sy'n anfon yr e-bost yn bersonol i'r awdur.

Gall cynnwys yr e-bost hwn gael ei ddatgelu yn unol â gofynion deddfwriaeth mewn perthynas â prosesu a rheoli data, sydd yn cynnwys y GDPR, Deddf Diogelu Data 2018 a Deddf Rhyddid Gwybodaeth 2000.

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## 7. Employer roles and responsibilities

The primary responsibilities for the employer are to:

- **Communicate** the LGPS to eligible staff
- **Apply** the scheme via the collection and payment of the correct levels of pension contributions
- **Report** information and data to the Pension Fund as set out in this strategy

The delivery of an efficient and cost-effective administration is dependent upon a successful joint working partnership between the Pension Fund and key individuals within or representing the scheme employer.

To support and develop the joint working partnership with the Fund, each employer is asked to designate a primary contact to liaise with the Fund about their employer responsibilities in the administration of the scheme.

The employer responsibilities are to ensure that the standards and levels of service set out in this Administration Strategy are delivered and regulatory responsibility is complied with. This section outlines a brief summary of key employer's responsibilities, along with a more detailed listing of the responsibilities of each participating scheme employer in the Fund and the performance standards employers are expected to achieve to enable the Fund to deliver an efficient service.

### Summary of key employer responsibilities

- Ensure that the standards and levels of service set out in this Administration Strategy are delivered and regulatory responsibility is complied with. In brief summary, the main elements are:
  - Monthly payment and reporting of pension contributions
  - Monthly submission of i-Connect data transmissions
  - Accurate submission of a Year-End Return where required
  - Notification of new starter / joiner information
  - Changes to personal details
  - Changes to employment details
  - Unpaid absence details
  - Leaver notifications
  - Provision of evidence supporting employer's pension-related decisions (For example ill-health retirements, flexible retirement, redundancy, the early release of benefits to deferred members on compassionate or ill-health grounds)
- Channel communications to appropriate staff within the employer (For example, Human Resources, Payroll teams, Director of Finance)
- Arrange distribution of LGPS related communications to scheme members, as and when required.
- Assist and liaise with the Fund on promotional activities, including encouraging registration for the "My Pension Online" service.
- Inform the Fund of any outsourcings of service which involve the transfer via TUPE of LGPS eligible staff as soon as possible to ensure that appropriate pensions information can be included in tender documentation, and employees' eligibility for, and membership of the LGPS is protected.
- Inform the Fund of changes to service delivery arrangements (for example changing payroll provider)
- Liaise with, and assist the Administering Authority in the identification, explanation, reporting and resolution of statutory breaches, as required by the Pensions Regulator's Code of Practice for public service pension schemes (code of practice 14)

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## Employer responsibilities – Roles, Functions and Performance Targets

The following tables set out in more details each employer's roles in respect of the administration of the scheme.

The performance standards expected are expressed as targets expected in normal circumstances. On an exceptional basis, it is accepted that it may not be possible to achieve the target indicated and a pragmatic approach will be adopted. This is subject to employers using their best endeavours to meet expected standards wherever possible.

### The Employer Role and Responsibility

Function/Task	Performance Target
<b>Employer Contacts</b>	
Designate and confirm nominated representative(s) (Payroll, HR, Finance) to act on behalf of the employer in respect of administering the LGPS.	Within 1 month of becoming a scheme employer or within 1 month of a change in nominated representative(s). Details to be submitted via email to <a href="mailto:pensions@gwynedd.llyw.cymru">pensions@gwynedd.llyw.cymru</a>
Appoint a person (the adjudicator) to consider disputes under stage 1 of the pension internal dispute resolution process (IDRP) and provide full up to date contact details to the Fund	Notify the Fund within 30 days of becoming a scheme employer or following the resignation of the current adjudicator
Appoint an Independent Registered Medical Practitioner(s) (IRMP) qualified in occupational health medicine, or arrange with a third party, and seek approval of the appointment from the Fund, for the consideration of all ill-health retirement applications from active and deferred members.	Within <b>1 month</b> of becoming a scheme employer or within 1 month of a change in IRMP(s).
<b>Employer Discretions Policy</b>	
Formulate and publish policies in relation to all areas where the employer may exercise a discretion within the LGPS (including providing a copy of the policy document to the Fund).	Policies to be kept under review and a revised statement published within 1 month of any changes and no later than 6 months after being informed by the Fund of any relevant change in regulations
<b>New Starters</b>	
To ensure that pensions information is included as part of any new employment induction process, including in contracts of employment and appointment letters including signposting to LGPS guide on the Fund's website: <a href="http://www.gwynedd-pensionfund.wales">www.gwynedd-pensionfund.wales</a>	As part of standard contract/appointment templates
Ensure that the correct contribution percentage and banding for member's LGPS contributions is applied to their payroll record and notify the member of initial contribution rate and any subsequent changes. The notification must also notify the employee of the right to appeal, including the processes and timescales involved.	From date of commencement or joining the scheme.
Notify the Fund of new scheme joiners via the monthly i-Connect submission	Within <b>1 month</b> of member's entry into the scheme via contractual enrolment, auto-

	enrolment, re-enrolment date or election to join.
Where the member has more than one employment with the same Employer, each membership shall be maintained and reported upon separately (via i-Connect)	From date of commencement or joining the LGPS or starting or ceasing additional employments.
Advise the Fund of any opt outs that take place within first three months (when contributions are refunded through payroll)	As part of next i-Connect submission following receipt of the opting out notification
<b>Appeals</b>	
The Employer's Adjudicator to notify the Fund of the <b>receipt</b> of a Stage 1 appeal	Within <b>2 week</b> of receipt of the appeal.
The Employer's Adjudicator to notify the Fund of the decision in respect of a Stage 1 appeal	Within <b>1 week</b> of the decision.
The Employer's Adjudicator to provide the Fund with all documentation considered in the determination of the Stage 1 appeal for consideration in the adjudication of the appeal at Stage 2	Within <b>1 week</b> of the receipt of the request from the Fund.
<b>Changes in Circumstances</b>	
Provide the Fund with the following member information: <ul style="list-style-type: none"> <li>• new joiners</li> <li>• changes in member's circumstances which may impact pension benefits (eg, movement in and out of the 50/50 scheme, marital or civil partnership status, maternity, paternity, career break, etc.)</li> <li>• correction of date of birth / NI Number</li> <li>• employee and employer contributions and earnings</li> <li>• hours</li> <li>• Unpaid absence not covered by Assumed Pensionable Pay (APP)</li> </ul>	To ensure that the Fund is informed of any relevant changes in the circumstances of members via i-Connect within four weeks of the event
Ensure members are notified of the option to pay Additional Pension Contributions following applicable unpaid absences.	Within 2 weeks of the return to work
Ensure the correct application of Assumed Pensionable Pay (APP) during periods of reduced or nil pay in accordance with the LGA's HR and Payroll Guides. Information available at <a href="https://www.lgpsregs.org/employer-resources/index.php">https://www.lgpsregs.org/employer-resources/index.php</a>	Review of eligibility for APP immediately upon a member moving to reduced / nil pay.
In view of potential changes to the LGPS due to the "McCloud judgement", we ask Employers to keep service records for all members (including leavers) from 1 April 2014: The service details should include: <ul style="list-style-type: none"> <li>• Marital Status</li> <li>• Contractual Hours</li> <li>• Variable Hours</li> <li>• Remuneration changes</li> <li>• Contribution Rate</li> <li>• Employee Number and/or Post Number</li> </ul>	As part of Employer data retention policy

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<ul style="list-style-type: none"> <li>Absence: Maternity, Paternity and Adoption and Unpaid leave of absence and Industrial Action</li> </ul> <p>Each employer must ensure that this information is available to the Fund, if required.</p>	
<b>Contributions</b>	
Remit employer and employee contributions to the Pension Fund Bank Accounts – monitored by the Fund	By <b>19th</b> of the following month following deduction
Implement changes to employer contribution rates as the instructed by the Fund from the date specified by the Fund's actuary	In line with the Rates Adjustment Certificate issued by the Fund's actuary, following each triennial valuation or other relevant event as notified in writing
Arrange for the deduction of AVCs and payment over to the AVC provider(s) and then schedule to be sent to the AVC provider	Payment by <b>19th</b> of the following month following deduction
Make additional fund payments in relation to early payment of benefits from flexible retirement, redundancy or business efficiency retirement or where a member receives benefits early with Employer's consent and a funding strain cost arises	Within <b>30 days</b> of receipt of invoice from the Fund
<b>Monthly i-Connect Returns</b>	
To provide a monthly return in accordance with the Fund's specification that reconciles the employee, employer and any additional contributions paid to the Fund.	Via the i-Connect submission no later than the <b>19th</b> of the month following that in which the contributions were deducted.
To ensure optimum accuracy of monthly i-Connect files received.	Less than 5% of the active member count as at 1 April to error on import into the pension administration system
The rectification of an accurate monthly data file where it has been necessary to return the file due to data inaccuracies	Within <b>15 days</b> of receipt of file
<b>Members Leaving Employment – Early leavers</b>	
To notify the Fund of the member's leaving date and reason for cessation of membership and all other relevant information via the Leavers Form. To ensure that all i-Connect submissions are up to date.	<p>Within 20 days of leaving date. The leaver event is also to be reported via the iConnect submission by the 19th of the following month.</p> <p>The i-Connect submission must clearly state the reason for leaving.</p>
<b>Death in Service and Terminal Illness</b>	
To inform the Fund immediately of the death of a member via the Leavers Form, or when a member is suffering from a potentially terminal illness and to provide details of the next of kin.	Within 1 working day of contact from next of kin.
<b>Actual Retirement</b>	
To submit the appropriate leavers form to the Fund.	At least one month before retirement where possible but in all cases no later than 15 working days after retirement date.
<b>Ill Health Retirement</b>	
To determine based on medical evidence and the advice of one of the Administering Authorities approved Independent Medical	Submit the appropriate form to the Fund at least one month before retirement where

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Registered Practitioners (IMRP) whether an ill health award is to be made and determine which tier 1, 2 or 3	possible but in all cases no later than 15 working days after retirement date.
To keep a record of all Tier 3 ill health retirements, particularly in regard to the 18 month review of their scope for gainful employment and any subsequent appointment with an IMRP for a further medical certificate. To inform the Fund if and when the pension should cease.	As soon as a decision is made.
<b>Contracting out of services and functions</b>	
Notify the Fund of the contracting out of services which will involve a TUPE transfer of staff to another organisation	Inform the Fund within five working days of the decision to contract out a service or function.
Ensure that bidders have access to relevant guidance including but not limited to the PLSA guidance "Navigating entry into the LGPS: For Local Government Contractors" available from the Pensions and Lifetime Savings Association website: <a href="http://www.plsa.co.uk">www.plsa.co.uk</a>	At the point of decision to contract out.
Notify the Fund of lead strategic and operational officers in respect of outsourcing of service provision where a prospective contractor may request to join the Fund as a result of re-organisation or TUPE transfer.	At determination of successful tender.
Work with Fund Officers to arrange for the Admission Agreement to be completed before the commencement date of the contract.	A minimum of <b>2 months</b> in advance of the date of contract.
Notify the Fund of changes / extension / cessation of arrangements with a contractor.	As soon as decision is agreed.
Assist the Fund in ensuring that the terms of the contractor's admission as a scheme employer (Admission Agreement) are complied with.	Notify the Pension Fund if the terms of the Admission Agreement have been breached.
<b>Change of payroll provider</b>	
To confirm the decision to change to a new payroll provider along with the contact details of the new provider.	As soon as possible and no later than <b>6 weeks</b> prior to the transfer of duties and functions
Ensure that a new payroll contract requires the provider to supply data via i-Connect. Ensure that all i-Connect submissions up to the transfer of responsibilities are made by the outgoing provider in accordance with the PAS. Ensure that the new supplier provides payroll references (specific to post) to the Fund	As soon as possible but no later than 20 working days before the first i-Connect submission.
<b>Communication</b>	
Ensure content approved by the Fund is included in all contract / appointment / adjustment communications for LGPS-eligible positions including direction to <a href="http://gwynedd-pensionfund.wales">gwynedd-pensionfund.wales</a>	Review LGPS content annually or within <b>2 weeks</b> of receipt of information about adjustment to Fund approved wording.
Distribute any information provided by the Fund to scheme members / potential scheme members. Refer new or prospective scheme	Within <b>2 weeks</b> of its receipt.

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members to the Fund's website: gwynedd-pensionfund.wales	Within <b>2 weeks</b> of commencement of employment or change in contractual conditions.
Respond to queries from the Fund	Within <b>10 working days</b> from receipt of enquiry unless stated otherwise.
<b>Miscellaneous</b>	
Payments in respect of FRS102 and IAS19 work carried out on behalf of Employers by the Fund and the Fund Actuary.	<b>Immediate</b> payment upon receipt of invoice from the Fund.
Payments in respect of all other work carried out on behalf of the Employer by the Fund's Actuary and connected data quality assurance undertaken by the Fund.	<b>Immediate</b> payment upon receipt of invoice from the Fund.
Prompt payment of invoices issued by the Fund for specific services provided.	<b>Immediate</b> payment upon receipt of invoice from the Fund.
Respond to non-standard enquiries from the Fund.	Within <b>10 working days</b> from receipt of enquiry unless stated otherwise.
Make payment of additional costs to the Fund associated with non-compliance with performance standards of the scheme employer.	<b>Immediate</b> payment upon receipt of invoice from the Fund.
Respond to enquiries from the Fund relating to Breaches of the Law.	Within <b>1 week</b> of the request.

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