Ref A1			Date entered in register	19/09/2017	
Status	Open		Date breached closed (if relevant)	19/09/2017	
Status Title of Bro		Late notificatio		SB/AR	
			,	SD/AR	
		the breach	CPF + various employers		
Descriptio	n and car	use of breach	Requirement to send a Notification of Joining the LGPS to a scheme member from date of joining (assuming notification received from the employer), or wit receiving jobholder information where the individual is being automatically en Due to a combination of late notification from employers and untimely action b requirement was not met. 20/11/18 - (Q2) Staff turnover in August/Septembra actioned. 29/1/19 The introduction of I-connect is also producing large backle implementation for each employer. I-connect submission timescales can also days for CPF to meet the legal timescale. 14/8/19 General data cleansing inc affecting whether legal timescale is met. Individual on long-term sick impactin Previous issues no longer relevant. Current situation is purely due to magnitu received and potentially employer delays. 31/10/2022 Staff member doing this internal secondment, so vacancy now needs to be filled, and then trained. 10 member is now being trained so will continue to have impact until fully up to s	hin 1 month of rolled / re-enrolled. by CPF the legal er reduced number ogs at the point of b leave only a few cluding year-end is ng this. 14/2/22 ude of cases being s process had /3/2023 New staff	
Category a	affected		Active members		
Numbers a			2017/18: 2676 cases completed / 76% (2046) were in breach.		
			2018/19: 3855 cases completed / 66% (2551) were in breach.		
			2019/20: 3363 cases completed / 50% (1697) were in breach.		
			2020/21: 3940 cases completed / 39% (1544) were in breach		
			2021/22; 4072 cases completed / 15 % (626) were in breach		
			2022/23		
			-Q1 - 947 cases completed / 5% (50) were in breach		
			-Q2 - 968 cases completed / 12% (112) were in breach -Q3 - 1437 cases completed / 20% (286) were in breach		
			-Q4 - 947 cases completed / 15% (140) were in breach 2023/24		
			-Q1 - 713 cases completed / 12% (86) were in breach		
			-Q2 - 794 cases completed / 72 % (60) were in breach		
Possible e	effect and	wider	- Late scheme information sent to members which may result in lack of under	standing.	
implicatio	ns		- Potential complaints from members.	0	
• • • • • •			- Potential for there to be an impact on CPF reputation.		
Actions ta	ken to re	ctify breach	- Roll out of iConnect where possible to scheme employers including new adr	nitted bodies to	
		-	ensure monthly notification of new joiners (ongoing).		
			- Set up of Employer Liaison Team (ELT) to monitor and provide joiner details	s more timelessly.	
			- Training of new team members to raise awareness of importance of time res	straint.	
			<ul> <li>Prioritising of task allocation. KPIs shared with team members to further rais</li> </ul>	e awareness of	
			importance of timely completion of task.		
			Actions prior to 2022 not shown, but recorded on the breaches log.		
			14/02/2022 - Appointed to vacant positions and Modern Apprentices trained		
			22/05/2022 - Training now complete. Expecting further reductions in next qua		
			members become more efficient. 12/08/2022 - Number of breaches fallen as	•	
			completion of training. Recent staff vacancies will impact on this measure goi	ng forward as	
			vacancies are filled and training starts again. 31/10/2022 - Number of breaches has increased this quarter. Staff vacancies	have been	
			advertised, shortlisting and interviews planned in the coming weeks. Prioritisi		
			key so the number of cases in breach do not continue to rise. 03/03/2023 -	-	
			filled and training underway. 24/05/2023 - Training continues and staff memb		
			presentation to fully understand implications if timescales not met. 16/08/202		
			movement has had a short term impact on this KPI. Expecting reductions in r		
			as staff members become more efficient.10/11/2023 Additional resource appl		
			Committee. Expecting further reduction of breaches once appointed.		
Outstandi			22/05/22 - Analyse new employer reports and escalate to individual employer		
Assessme	ent of brea	ach and brief	10/11/2023 - Number of cases completed has increased slightly and the num		
summary		ale	reduced. Assessment will remain Amber until further improvements are made		
Reported to	to tPR		No		

A2

Status Open	Date breached closed (if relevant)
Title of Breach Late transfer in	
Party which caused the breach	CPF + various previous schemes
Description and cause of breach	Requirement to obtain transfer details for transfer in, and calculate and provide quotation to member 2 months from the date of request.
	Breach due to late receipt of transfer information from previous scheme and late completion of calculation and notification by CPF. Only 2 members of team fully trained to carry out transfer cases due to new team structure and additional training requirements. 29/1/19 National changes to transfer factors meant cases were put on hold / stockpiled end of 2018 / early 2019.
	31/10/2022 New regulatory requirements have resulted in additional steps having to be taken, which makes process longer and more complex.
	10/11/2023 Due to awaiting new GAD guidance, there was a pause in processing for a few months to November 2023.
Category affected	Active members
Numbers affected	2017/18: 235 cases completed / 36% (85) were in breach. 2018/19:213 cases completed / 45% (95) were in breach. 2019/20: 224 cases completed / 32% (71) were in breach 2020/21: 224 cases completed / 25% (57) were in breach 2021/22: 309 cases completed / 28% (87) were in breach 2022/23 -Q1 - 98 cases completed / 9% (9) were in breach -Q2 - 104 cases completed / 19% (20) were in breach -Q3 - 66 cases completed / 12% (8) were in breach -Q4 - 118 cases completed / 17% (20) were in breach 2023/24 -Q1 - 31 cases completed / 55% (17) were in breach -Q2 - 111 cases completed / 59% (66) were in breach
Possible effect and wider	- Potential financial implications on some scheme members.
implications	- Potential complaints from members/previous schemes.
	- Potential for impact on CPF reputation.
Actions taken to rectify breach	<ul> <li>17/11/2020 - Continued training of team members to increase knowledge and expertise to ensure that transfers are dealt with in a more timely manner.</li> <li>02/02/2021 - Training to continue. Complex area of work so training taking longer to complete. Training will continue through Q4.</li> <li>21/05/2021 - Staff members attended external training course.</li> <li>08/03/2022 - Have investigated how much of the delay is due to external schemes.</li> <li>22/05/2022 - Additional checks required in transfer process. Schemes taking longer to process therefore knock on effect. Expect this to reduce as industry adjusts to new processes.</li> <li>12/8/2022 - Ensure team is up to date with legislative and procedural changes. Some of this requirements are out of the Funds control so need to ensure required timescales are communicated effectively.</li> <li>31/10/2022 - A review of this process is being undertaken as additional steps are now required.</li> <li>03/03/2023 - Process has been reviewed and improvements expected in the next quarter results.</li> <li>24/05/2023 - Completed training for required staff members</li> <li>16/08/2023 - Transfers have been on hold whilst awaiting GAD guidance and relevant factors for calculation. Guidance has now been received and staff are working through backlog.</li> <li>10/11/2033 - Staff continuing to work through backlog following the pause in processing whilst awaiting GAD guidance.</li> </ul>
Outstanding actions (if any)	None
Assessment of breach and brief	10/11/2023 - Number in breach is high due to the previous hold on transfers. Number complete
summary of rationale	is starting to return to normal amount. Number in breach will remain high until all backlog cases have been processed. As this is temporary, assessment of breach will remain Amber.

Ref	A4		Date entered in register		19/09/2017
Status	Open		Date breached closed (if relevant)		
Title of Br	Title of Breach Late notificatio		n of retirement benefits	Owner	SB
Party which caused the breach		the breach	CPF + various employers + AVC providers		

Description and cause of breach	Requirement to provide notification of amount of retirement benefits within 1 month from date of retirement if on or after Normal Pension Age or 2 months from date of retirement if before Normal Pension Age.
	Due to a combination of: - late notification by employer of leaver information - late completion of calculation by CPF - for members who have AVC funds, delays in receipt of AVC fund values from AVC provider. - temporary large increases in work due to retrospective pay award recalculations
	31/10/2022 Also seeing general increase in number of retirements.
Cotogory offected	Active members mainly but potentially some deferred members
Category affected Numbers affected	2017/18: 960 cases completed / 39% (375) were in breach.
	2018/19: 1343 cases completed / 30% (400) were in breach 2019/20: 1330 cases completed / 25% (326) were in breach 2020/21: 1127 cases completed / 24% (269) were in breach 2021/22; 1534 cases completed / 14% (222) were in breach 2022/23 -Q1 - 413 cases completed / 19% (81) were in breach -Q2 - 442 cases completed / 18% (81) were in breach -Q3 - 419 cases completed / 14% (58) were in breach -Q4 - 358 cases completed / 18% (66) were in breach 2023/24 -Q1 - 370 cases completed / 12% (43) were in breach
	-Q2 - 478 cases completed / 13% (62) were in breach
Possible effect and wider	<ul> <li>Late payment of benefits which may miss payroll deadlines and result in interest due on lump</li> </ul>
implications	sums/pensions (additional cost to CPF). - Potential complaints from members/employers. - Potential for there to be an impact on CPF reputation.
Actions taken to rectify breach	<ul> <li>Roll out of iConnect where possible to scheme employers including new admitted bodies to ensure monthly notification of retirees (ongoing).</li> <li>Set up of ELT to monitor and provide leaver details in a more timely manner.</li> <li>Prioritising of task allocation.</li> <li>Set up of new process with one AVC provider to access AVC fund information.</li> <li>Increased staff resources.</li> <li>Actions prior to 2022 not shown, but recorded on the breaches log.</li> <li>12/08/2022 - Staff members leaving and re-calculation of benefits following a retrospective pay award have negatively impacted the performance in this area. Recruitment drive to fill vacant positions and review of resource in this area to tackle number of required recalculations should improve performance following necessary training. 31/10/2022 - Recalculation of benefits still impacting this area with additional recalculations due in relation to retrospective 2022 pay award. Vacancies advertised and shortlisting and interviews planned in the coming weeks. Assessment of workload and staffing in this area is underway to determine appropriate staffing levels for the continued increase in number of cases. 03/03/2023 - New staff have been appointed but will not be fully trained for a number of months.</li> <li>24/05/2023 - Training of new staff continues. New project team is being established to remove non KPI/ad hoc pressures from Operations which impacts on workload. Improvements will be made over a period of months.</li> <li>16/08/2023 - Recruitment campaign underway to fill vacant positions within operations team following internal promotion. Further improvements expected once positions filled and new staff members trained. Workload reviewed and new structure being proposed at August Pension Committee for approval. If approved, additional resource will assist with reducing number of cases in breach.</li> <li>10/11/2023 - New structure approved and vacant positions within the retirement team have been filled. Further reductions expected</li></ul>
Outstanding actions (if any)	22/05/22 - Analyse new employer reports and escalate to individual employers if required. Complete all recalculations so all appropriate staff can focus on retirements. 10/3/2023 - Training of new staff to be able to carry out retirements. 24/05/2023 - Transfer non KPI/ad hoc cases of work to project team.
Assessment of breach and brief summary of rationale	10/11/2023 - Number of cases completed continues to increase with number in breach remaining consistant. Further improvements expected over coming months when training of new recruits is complete.
Reported to tPR	No

Ref	A6		Date entered in register		20/09/2017
Status	Open		Date breached closed (if relevant)		
Title of Breach		Late notification	n of death benefits	Owner	SB

Party which caused the breach	CPF		
Description and cause of breach	Requirement to calculate and notify dependant(s) of amount of death benefits as soon as possible but in any event no more than 2 months from date of becoming aware of death, or from date of request by a third party (e.g. personal representative). Due to late completion by CPF the legal requirements are not being met. Due to complexity of calculations, only 2 members of team are fully trained and experienced to complete the task. 31/10/2022 More staff now trained on deaths but they are impacted due to increases in other workloads.		
Category affected	Dependant members + other contacts of deceased (which could be active, deferred, pensioner or dependant).		
Numbers affected	2017/18: 153 cases completed / 58% (88) were in breach. 2018/19:184 cases completed / 30% (56) were in breach 2019/20: 165 cases completed / 28% (53) were in breach 2020/21: 195 cases completed / 27% (53) were in breach 2021/22: 207 cases completed / 13% (26) were in breach 2022/23 -Q1- 59 cases completed / 17% (10) were in breach -Q2 - 37 cases completed / 22% (8) were in breach -Q3 - 51 cases completed / 39% (20) were in breach -Q4 - 43 cases completed / 28% (12) were in breach 2023/24 -Q1- 43 cases completed / 28% (12) were in breach -Q2 - 33 cases completed / 36% (12) were in breach		
Possible effect and wider implications	<ul> <li>Late payment of benefits which may miss payroll deadlines and result in interest due on lump sums/pensions (additional cost to CPF).</li> <li>Potential complaints from beneficiaries, particular given sensitivity of cases.</li> <li>Potential for there to be an impact on CPF reputation.</li> </ul>		
Actions taken to rectify breach	<ul> <li>Further training of team</li> <li>Review of process to improve outcome</li> <li>Recruitment of additional, more experienced staff.</li> <li>3/6/19 - Review of staff resources now complete and new posts filled.</li> <li>3/2/20 - Training of additional staff now complete.</li> <li>18/8/21 - Further work completed identifying where the delay fell e.g. request or receipt of information to facilitate the calculation of benefits, and action taken to improve these issues.</li> <li>31/10/2022 - Due to pressures of other processes and vacancies within the team, key staff responsible for this process are stretched. Vacancies advertised, shortlisting and interviews planned within coming weeks.</li> <li>03/03/2023 - Vacant positions have now been filled and training is underway.</li> <li>16/08/2023 - Training nearing completion, improvements expected in coming months.</li> <li>10/11/2023 - Training still ongoing as also training new staff members on retirement process. A number of these breaches incurred due to being notified of death quite late into the 2 month legal timeframe.</li> </ul>		
Outstanding actions (if any)	10/3/23 Ensure all training continues as quickly as possible to free up people to refocus on death cases.		
Assessment of breach and brief	10/11/2023 - Number in breach remains too high to amend assessment.		
Reported to tPR	No		

Ref			Date entered in register		21/05/2021
Status	Open		Date breached closed (if relevant)		
Title of Br	each	Incorrect mem	per contributions paid	Owner	KW
Party which	ch caused t	the breach	Aura		
Description and cause of breach			When employees are stepping up from their substantive post to higher graded post, incorrect employee and employer contributions have been made. This is due to an incorrect recording on the payroll system.		
Category	affected		Active and Deferred		
Numbers	affected		20 current and previous employees		
Possible effect and wider implications			<ul> <li>As a result the employees may have less valuable pension recontributions will need to be checked and difference in contribution.</li> <li>LGPS Contributions will need to be collected from employer, contributions paid into Clwyd Pension Fund in relation to retrostication.</li> </ul>	utions paid retrosp and employee/em	pectively.

summary of rationale Reported to tPR	contributions for deferred members received.
Assessment of breach and brief	10/11/2023 - Assessment unchanged and breach to remain open until outstanding member
Outstanding actions (if any)	03/03/2023 - Once responses have been received from the final eight members, outstanding contributions are to be paid by both employer and employee and member records can be updated (if applicable). CPF to liaise with Aura to conclude this matter by paying the correct contributions to the Fund. 10/11/2023 - Contact Aura if no response by end-November to ensure final contributions are paid.
Actions taken to rectify breach	<ul> <li>21/05/2021- Process has been updated to ensure correct contributions/CARE pay going forward.</li> <li>Liaising with employer to determine how best to put employees back in correct position retrospectively and letters to be sent to members to explain.</li> <li>14/10/2021 Current employees contacted and all have agreed to pay outstanding contributions/payment plans agreed.</li> <li>14/02/2022 - CPF Pensions Administration Manager has been chasing for final cases to be resolved.</li> <li>22/05/2022 - Employer and Payroll provider being chased by CPF. Escalated to Payroll Team Leader.</li> <li>12/08/2022 - Financial figures have now been provided by payroll department to the employer.</li> <li>Letters to the nine members that have left employment have been issued with a response date of the 16/9/22.</li> <li>31/10/2022 - One member has now paid the difference in contributions and eight remaining are still due. Employer contributions were paid in November.</li> <li>10/3/2023 - Employer contributions were paid in November for the one member. For eight remaining members, Aura has written to them and has sent reminders to them but responses are still awaited.</li> <li>24/5/2023 Remaining employer contributions now paid. Emailed to instruct Aura to settle member contributions either themselves or FCC, if not reimbursed by members.</li> <li>16/08/2023 - meeting held with Aura to progress this. Further meeting planned in the coming weeks.</li> <li>10/11/2023 - advice taken from Aon regarding outstanding contributions and forwarded to Aura or their consideration.</li> </ul>

Ref	A26		Date entered in register	10/11/2023	
Status	Open		Date breached closed (if relevant)		
Title of Br	Title of Breach Late transfer of			AR	
Party which	ch caused	the breach	CPF		
Description and cause of breach			Requirement to provide details of transfer value for transfer out on request within 3 months from date of request (CETV estimate). Note this is the same as breach A3 which was closed previously. Late completion of calculation and notification by CPF due awaiting new GAD guidance (which resulted in a pause in processing for a few months to November 2023).		
Category	affected		Active and deferred members		
Numbers	affected		2023/24 -Q2 - 103 cases completed / 32% (33) were in breach		
Possible o implicatio	effect and v	wider	<ul> <li>Potential financial implications on some scheme members.</li> <li>Potential complaints from members/new schemes.</li> <li>Potential for impact on CPF reputation.</li> </ul>		
Actions taken to rectify breach		tify breach	10/11/2023 - Transfers have been on hold whilst awaiting GAD guidance and re calculation. Guidance has now been received and staff are working through bar		
Outstandi	ing actions	s (if any)	None		
Assessment of breach and brief summary of rationale		ch and brief	10/11/2023 - Number in breach is high due to the previous hold on transfers. Number in breach will remain high until all backlog cases have been processed. As this is temporary and not affecting many members, assessment of breach is green.		
Reported	to tPR		No		

Ref F110			Date entered in register		01 Jun 2023
Status	tatus Open		Date breached closed (if relevant)		
Title of Breach No s		No submission	of contribution remittance advice	Owner	DF
Party which caused the breach		the breach	Marchwiel Community Council		

Description and cause of breach	A remittance advice detailing information in relation to contribution payments should be submitted to CPF at the same point as the payment is made.
	The remittance advice relating to April 2023 was not received within the deadline. Multiple previous breaches, however only one within the last two years, F73.
Category affected	Active members and employer
Numbers affected	1 active member
Possible effect and wider	Unable to verify information being paid or reconcile with member year end information.
Actions taken to rectify breach	21/06/2023 - Emailed to request outstanding remittances. No response received.
	See subsequent actions F112-F116
Outstanding actions (if any)	See F116
Assessment of breach and brief	Amber - Multiple unresolved missing remittances with risk of recurrence, however effect is limited
summary of rationale	to a single employer and single active member. Fund is aware of circumstances and wider
	implications are unlikely.
Reported to tPR	No

Ref F112		Date entered in register		23 Jun 2023	
Status Open		Date breached closed (if relevant)			
Title of Breach No submission		of contribution remittance advice	Owner	DF	
Party which caused t	the breach	Marchwiel Community Council			
Description and caus	se of breach	A remittance advice detailing information in relation to contribution payments should be submitted to CPF at the same point as the payment is made. The remittance advice relating to May 2023 was not received within the deadline. Previous breach in 2023/24 is F110.			
Category affected		Active members and employer			
Numbers affected		1 active member			
Possible effect and v	vider	Unable to verify information being paid or reconcile with member year end information.			
Actions taken to rectify breach		21/07/2023 - Escalated to Deputy Head of Fund, emailed Chair of Marchwiel CC. Chair confirmed the Clerk had been contacted. See subsequent actions F113-F116			
Outstanding actions	(if any)	See F116			
Assessment of bread summary of rationale		Amber - Multiple unresolved missing remittances with risk of recurrence, however effect is limite to a single employer and single active member. Fund is aware of circumstances and wider implications are unlikely.			
Reported to tPR		No			

Ref F113			Date entered in register		01 Aug 2023	
Status	tatus Open		Date breached closed (if relevant)			
Title of Breach No submission		No submission	of contribution remittance advice	Owner	DF	
Party which caused the breach			Marchwiel Community Council			
Description and cause of breach		se of breach	A remittance advice detailing information in relation to contribution payments should be submitted to CPF at the same point as the payment is made. The remittance advice relating to June 2023 was not received within the deadline. Previous breaches in 2023/24 are F110, F112			
Category affected			Active members and employer			
Numbers affected			1 active member			
Possible effect and wider			Unable to verify information being paid or reconcile with member year end information.			
Actions taken to rectify breach			See subsequent actions F114-F116			
Outstanding actions (if any)			See F116			
	ent of brea of rational	ch and brief e	Amber - Multiple unresolved missing remittances with risk of recurrence, however effect is limited o a single employer and single active member. Fund is aware of circumstances and wider mplications are unlikely.			
Reported to tPR			No			

Ref	F114		Date entered in register		23 Aug 2023
Status	Open		Date breached closed (if relevant)		
Title of Breach No		No submission	of contribution remittance advice	Owner	DF
Party which caused the breach		the breach	Marchwiel Community Council		

Description and cause of breach	A remittance advice detailing information in relation to contribution payments should be
	submitted to CPF at the same point as the payment is made.
	The remittance advice relating to July 2023 was not received within the deadline. Previous
	breaches in 2023/24 are F110, F112, F113
Category affected	Active members and employer
Numbers affected	1 active member
Possible effect and wider	Unable to verify information being paid or reconcile with member year end information.
Actions taken to rectify breach	06/09/2023 - Email received from clerk explaining absence.
	07/09/2023 - Emailed clerk to request outstanding remittances. Response received.
	08/09/2023 - Emailed clerk. Response received.
	See subsequent actions F115-F116
Outstanding actions (if any)	See F116
Assessment of breach and brief	Amber - Multiple unresolved missing remittances with risk of recurrence, however effect is limited
summary of rationale	to a single employer and single active member. Fund is aware of circumstances and wider
	implications are unlikely.
Reported to tPR	No

Ref	F115		Date entered in register	26 Sep 2023		
Status	Open		Date breached closed (if relevant)			
Title of Breach No submission		No submission	of contribution remittance advice	Owner	DF	
Party whi	ch caused	the breach	Marchwiel Community Council			
Description and cause of breach			A remittance advice detailing information in relation to contribution payments should be submitted to CPF at the same point as the payment is made. The remittance advice relating to August 2023 was not received within the deadline. Previous breaches in 2023/24 are F110, F112, F113, F114			
Category	affected		Active members and employer			
Numbers			1 active member			
Possible effect and wider			Unable to verify information being paid or reconcile with member year end information.			
Actions taken to rectify breach		tify breach	25/09/2023 - Emailed clerk. Response received 28/09/2023. 03/10/2023 - Emailed clerk to request outstanding remittances. No Response received. See subsequent actions F116			
Outstanding actions (if any)			See F116			
Assessment of breach and brief summary of rationale Amber - Multiple unresolved missing remittances with risk of recurrence, however end to a single employer and single active member. Fund is aware of circumstances an implications are unlikely.						
Reported to tPR			No			

Ref	F116		Date entered in register		22 Oct 2023	
Status	Open		Date breached closed (if relevant)			
Title of Breach No submission		No submission	of contribution remittance advice	Owner	DF	
Party which caused the breach			Marchwiel Community Council			
Description and cause of breach		se of breach	A remittance advice detailing information in relation to contribution payments should be submitted to CPF at the same point as the payment is made. The remittance advice relating to September 2023 was not received within the deadline. Previous breaches in 2023/24 are F110, F112, F113, F114, F115			
Category	affected		Active members and employer			
Numbers	affected		1 active member			
Possible effect and wider			Unable to verify information being paid or reconcile with member year end information.			
Actions taken to rectify breach		tify breach	06/11/2023 - Escalated to Debbie Fielder as Deputy Head of Fund. Emailed to request outstanding remittances. Response received 09/11/2023.			
Outstanding actions (if any)			If no response to Deputy Head by 23/11/2023, chase.			
	ent of bread of rational	ch and brief e	Amber - Multiple unresolved missing remittances with risk of recurrence, however effect is limited to a single employer and single active member. Fund is aware of circumstances and wider implications are unlikely.			
Reported to tPR			No			