

**Annual Internal Audit Report 2020/21 and the proposed Internal Audit Plan 2021/22**  
Report of the County Treasurer

Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

Recommendation:

- i. The Board note the Internal Audit Report for 2020/21
- ii. Consider the proposed internal Audit Plan for 2021/22 and
- iii. Consider whether it wishes to make any comments to the Investment and Pension Fund Committee

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**1. Annual Internal Report – 2020/21**

- 1.1. The Head of Devon Audit Partnership is required to provide the Authority with an assurance opinion on the system of internal control of the Fund, based on risk-based reviews and sample testing, that there are no major weaknesses in the system of control. In assessing the level of assurance to be given the following have been considered:
  - all audits undertaken during 2020/21, and prior years;
  - any significant recommendations not accepted by management and the consequent risks;
  - internal audit's performance;
  - any limitations that may have been placed on the scope of internal audit.
- 1.2. In carrying out systems and other reviews, Internal Audit assesses whether key, and other, controls are operating satisfactorily within the area under review, and an opinion on the adequacy of controls is provided to management as part of the audit report.
- 1.3. The final audit reports also include an action plan which identifies responsible officers, and target dates, to address control issues identified during a review. Implementation of action plans are reviewed during subsequent audits or as part of a specific follow-up process.
- 1.4. Management are provided with details of Internal Audit's opinion on each audit review carried out in 2020/21 to assist them with compilation of their individual annual governance assurance statements. If significant weaknesses have been identified in specific areas, these have been considered by the Authority in

preparing its Annual Governance Statement which will be included with its published Statement of Accounts for 2020/21.

- 1.5. Overall, and based on work performed during 2020/21 and prior years, Internal Audit can provide **reasonable assurance**\* (previously substantial assurance) on the adequacy and effectiveness of the Fund's internal control environment.

*\* Internal Audit is governed by PSIAS, and in April 2020 the CIPFA Special Interest Group (SIG) for Internal Audit considered and proposed a common practice of using four standard internal audit assurance opinions, which DAP has adopted. This replaces the previous High Standard, Good Standard, Improvements Required and Fundamental Weaknesses ratings that we have used when reporting on each audit assignment in previous years. Corresponding updated organisational assurance ratings related to the overall organisational opinions have also been adopted (refer to Appendix B of the following report).*

### **Wider Assurance Received**

- 1.6 The Devon Audit Partnership 2019/20 Internal Audit Report to Devon County Council, provided an overall assurance opinion of 'Substantial Assurance' (now 'Reasonable Assurance') on the adequacy and effectiveness of the Authority's internal control framework based on work performed during 2019/20 at that time and audit experience from previous years. This included review of Corporate key financial systems and controls, including areas of Finance, HR, Digital Transformation and Business Support.
- 1.7 External Audit (Grant Thornton UK LLP) annual audit letter to Devon County Council for the year ending 31 March 2020, stated that Grant Thornton gave an unqualified opinion on the pension fund accounts of Devon Pension Fund on 3 March 2021. Grant Thornton reported the key issues from audit of the Pension Fund accounts to the Audit Committee in February 2021.
- 1.8 Brunel Pension Partnership Limited (BPP), Annual Report and Financial Statements for the year ended 30 September 2020, includes the independent Auditor's (Grant Thornton UK LLP) report to member of the BPP, for which no areas of concern are identified, and the Report from the Chair of the Audit, Risk & Compliance Committee, which makes reference to internal audit reviews of Compliance, Governance and Oversight; IT Governance; Investment Management; and Client and Relationship Management where useful areas for improvement were highlighted but the overall standard of control was found to be good; and review of Brunel's response to Covid-19, which provided assurance that virtual working arrangements had been implemented without jeopardising the risk management framework.

## **2. Internal Audit Plan 2021/22 and the Service Level Agreement**

- 2.1. Under the Local Government Act 1972 the Authority, and specifically the Chief Financial Officer (the County Treasurer), has a statutory duty to “make arrangements for the proper administration of their financial affairs”. Assurance that this is the case is given through the reporting of Internal Audit. The audits have been carried out under the terms of Accountancy and Audit Regulations 2015 and in accordance with the Public Sector Internal Audit Standards.
- 2.2. The Internal Auditors for the Pension Fund are responsible for ensuring that key systems, both financial and non-financial, are operating effectively and in line with the Authority’s financial regulations. This is achieved through the two audit plans: one for the Devon Pension Fund and one for Peninsula Pensions.

### **The Aim of the Plans**

- 2.3. The plans are reviewed and agreed on an annual basis, incorporating the key risks identified through the risk registers, discussions with senior managers and areas identified by Internal Audit. Our plan will be shared with external audit colleagues to prevent duplication in work, and to maximise audit coverage across systems, including financial systems.
- 2.4. The main objectives of the plan are to provide assurance to the County Treasurer, Members and the external auditors that systems are:
  - Secure
  - Effective
  - Efficient
  - Accurate
  - Complete
  - Compliant
- 2.5. In order to confirm this risk-based reviews, system reviews and compliance testing are completed at the Fund’s administrative offices and at Peninsula Pensions’ offices.

### **The Plan**

- 2.6. The audit plans for the financial year 2021/22 allows for up to 40 days of internal audit support for the Pension Fund and 45 days of internal audit support for Peninsula Pensions, giving 85 days internal audit provision overall.
- 2.7. We note the on-going situation with Covid-19 and its potential impact to resources within the Devon Pension Fund, Peninsula Pensions and the Devon Audit Partnership. We will liaise directly with management regarding audit prioritisation and any impacts on the audit timetable as the situation unfolds.
- 2.8. We have reviewed the risk registers and worked with senior management to determine the key risks to the Fund and from this have developed a plan for the coming year. The plan considers both financial and non-finance-based systems,

and our work will provide assurance to the County Treasurer and Members on the effectiveness of arrangements.

- 2.9. Our working papers and audit reports are available to external audit colleagues for their consideration in planning their work.
- 2.10. Any major findings (if applicable) from the previous year's audit plan will be reviewed to ensure that agreed recommendations have been implemented and are effective

### **Timetable**

- 2.11. The audits will be completed at specified times of the year through consultation and prior agreement of the Assistant County Treasurer (Investment & Treasury Management) and the Peninsula Pensions management.
- 2.12. All findings will be reviewed with senior management at the end of each audit programme and prior to the issue of reports.
- 2.13. A copy of all final reports will be forwarded to our External Auditors, Grant Thornton, for their information.

### **Service Level Agreement**

- 2.14. The audit plan for 2021/22 is attached, at Appendix 1, for consideration and will be forwarded for approval of the Pensions and Investment Fund Committee.

## **3. Internal Audit Charter and Strategy**

- 3.1 Public Sector Internal Audit Standards (PSIAS) require the purpose, authority and responsibility of Internal Audit activity to be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards.
- 3.2 The Internal Audit Charter and Strategy 2021/22 for Devon County Council was approved by the Audit Committee on 25<sup>th</sup> February 2021. The Internal Audit Charter and Strategy which underpins all of our internal audit work for the Authority can be viewed at [Internal Audit Charter and Strategy](#).
- 3.3. The Internal Audit Charter and Strategy 2021/22 will be applied in relation to Devon Pension Fund and Peninsula Pensions Internal Audit activity, with associated reporting provided to the Devon Pension Board and Investment & Pension Fund Committee.

#### **4. Conclusion**

- 4.1. The Board is asked to note the Internal Audit Report for 2020/21 and consider the proposed Internal Audit plan for 2021/22 and consider whether it wishes to make any comments to the Investment and Pension Fund Committee.

Mary Davis

Electoral Divisions: All

Local Government Act 1972  
Accounts and Audit Regulations 2011

List of Background Papers - Nil

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# DEVON PENSION FUND

## ANNUAL INTERNAL AUDIT REPORT 2020/21

and

## PROPOSED INTERNAL AUDIT PLAN 2021/22

### Section 1 - ANNUAL INTERNAL AUDIT REPORT 2020/21

#### 1 INTRODUCTION

- 1.1 The following report sets out the background to audit service provision, review work undertaken in 2020/21, and provides an opinion on the overall adequacy and effectiveness of the Authority's internal control environment.
- 1.2 This supports the organisation in complying with the Accounts and Audit Regulations 2015 which requires all Authorities to carry out a review at least once in a year of the effectiveness of its system of internal control, and to incorporate the results of that review into their Annual Governance Statement (AGS). The AGS must then be published with the Annual Statement of Accounts

#### 2 BACKGROUND

##### 2.1 *Service Provision*

- 2.1.1 The Internal Audit (IA) Service for the Devon Pension Fund (the Fund) is delivered by the Devon Audit Partnership. This is a shared service arrangement between Devon, Plymouth, Torbay, Mid-Devon, South Hams & West Devon, Torridge and North Devon councils constituted under section 20 of the Local Government Act 2000

##### 2.2 *Regulatory Role*

- 2.2.1 There are two principal pieces of legislation that impact upon internal audit in local authorities:
- **Section 6 of the Accounts and Audit Regulations (England) Regulations 2015** which states that ".....a relevant body must undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control ....."
  - ".....a larger relevant body must, at least once in each year, conduct a review of the effectiveness of its internal audit ....."
  - **Section 151 of the Local Government Act 1972**, which requires every local authority to make arrangements for the proper administration of its financial affairs.

- 2.2.2 There are also professional guidelines which govern the scope, standards and conduct of Internal Audit, including the Public Sector Internal Audit Standards (PSIAS).
- 2.2.3 In addition, Internal Audit is governed by policies, procedures, rules and regulations established by the Authority. These include standing orders, schemes of delegation, financial regulations, conditions of service, anti-fraud and corruption strategies, fraud prevention procedures and codes of conduct, amongst others.

### **3 OBJECTIVES AND SCOPE**

- 3.1 This report presents a summary of the audit work undertaken; includes an opinion on the adequacy and effectiveness of the Fund's internal control environment. The report outlines the level of assurance that we can provide, based on the internal audit work completed during the year.
- 3.2. The Head of Devon Audit Partnership is required to provide the Authority with an assurance on the system of internal control of the Fund, based on risk-based reviews and sample testing, that there are no major weaknesses in the system of control. In assessing the level of assurance to be given the following have been taken into account:
- all audits undertaken during 2020/21, and prior years
  - any significant recommendations not accepted by management and the consequent risks
  - internal audit's performance
  - any limitations that may have been placed on the scope of internal audit.
- 3.3 Definitions of annual assurance opinions are shown in **Appendix B**.

### **4 INTERNAL AUDIT COVERAGE 2020/21**

- 4.1 Financial management arrangements within the Authority are well established and staff have many years of experience giving them a good understanding and knowledge of the financial controls and requirements of regulations and policies.
- 4.2 Our work in 2020/21 has included completion of 9 audits relating to Devon Pension Fund and Peninsula Pensions. The individual assurance opinions issued in respect of our assignment work and, where applicable, the status of the audits is set out in the following table.

Key – DPF = Devon Pension Fund PP = Peninsula Pensions

| Areas Covered |                                                                           | Stage | DPF or PP | Level of Assurance    |
|---------------|---------------------------------------------------------------------------|-------|-----------|-----------------------|
| 1             | Investment Strategy Statement                                             | Final | DPF       | Substantial Assurance |
| 2             | Performance Management                                                    | Final | DPF       | Reasonable Assurance  |
| 3             | Risk Management and Reporting                                             | Final | DPF       | Substantial Assurance |
| 4             | Employer Self-Service – including follow-up of Interfacing and use of ESS | Final | PP        | Reasonable Assurance  |
| 5             | New Website                                                               | Final | PP        | Reasonable Assurance  |
| 6             | Covid Response and Changed Practices – Member Services                    | Final | PP        | Substantial Assurance |
| 7             | Covid Response and Changed Practices – Employer Communications            | Final | PP        | Substantial Assurance |
| 8             | Covid Response and Changed Practices – Technical & Compliance             | Final | PP        | Substantial Assurance |
| 9             | Covid Response and Changed Practices – Overall Adaption                   | Final | PP        | Substantial Assurance |

- 4.3 Our reviews this year and in prior years provide enough evidence that the Devon Pension Fund and Peninsula Pensions have suitable governance arrangements in place to mitigate exposure to identified risks. Good working practices are in place to meet statutory requirements. The Investment and Pension Fund Committee are kept well informed, concerning the Fund's value and the allocation of assets, and are updated regarding the LGPS Governance scheme.
- 4.4 We identified some areas where controls could be improved, and actions were agreed with management. Executive summaries from our work are shown in **Appendix A**.
- 4.5 We note that Devon Pension Fund management take regular Actions and Recommendation Tracker reports to the Board, with reference to an Audit Action Log created to track progress and completion of audit actions including a log of actions requested by the Board.
- 4.6 Devon Audit Partnership also maintain records of progress against agreed actions.

## 5 INTERNAL AUDIT OPINION

- 5.1 In carrying out systems and other reviews, Internal Audit assesses whether key, and other, controls are operating satisfactorily within the area under review, and an opinion on the adequacy of controls is provided to management as part of the audit report.
- 5.2 Our final audit reports also include an action plan which identifies responsible officers, and target dates, to address control issues identified during a review. Implementation of action plans are reviewed during subsequent audits or as part of a specific follow-up process.
- 5.3 Management are provided with details of Internal Audit's opinion on each audit review carried out in 2020/21 to assist them with compilation of their individual annual governance assurance statements. No significant weaknesses were identified in these reviews, however if any significant weaknesses had been identified in specific areas, these would have been considered by the Authority in preparing its Annual Governance Statement which is included with its published Statement of Accounts for 2020/21.
- 5.4 Overall, and based on work performed during 2020/21, Internal Audit can provide **'reasonable assurance'** on the adequacy and effectiveness of the Fund's internal control environment

## **Section 2 - INTERNAL AUDIT PLANS 2021/22**

### **1 INTRODUCTION**

- 1.1 Under the Local Government Act 1972, the Chief Financial Officer has a statutory duty to make arrangements for the proper administration of the Authority's financial affairs. Assurance that this is the case is given through the reporting of Internal Audit. Audits will be carried out under the terms of Accountancy and Audit Regulations 2015.
- 1.2 As the Internal Auditors for the Pension Fund it is our responsibility to ensure that systems are operating effectively and in line with the Authority's financial regulations, and for Peninsula Pensions it is our responsibility to ensure that we provide an independent, objective assurance service, designed to add value and improve the organisations operations. We help the Pension Fund accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. We achieve this through the two audit plans: one for the Devon Pension Fund and one for Peninsula Pensions.

### **2 THE AIM OF THE PLANS**

- 2.1 The audit plans are reviewed and agreed on an annual basis, incorporating the key risks identified through the Fund's risk register and areas identified by Internal Audit in consultation with management. However good practice also recognises that it is advisable for plans to remain flexible, to enable them to be amended according to prevailing risks and changes to the control environment in the organisation, so whilst the annual plan should be approved at an appropriate level, it should also be capable of being flexed as necessary. Our plan will be shared with external audit colleagues to prevent duplication of work, and to minimise audit coverage across systems, including financial systems.
- 2.2 The main objectives of the plan are to provide assurance to the Chief Financial Officer and the external auditors that all financial systems are: -
  - Secure
  - Effective
  - Efficient
  - Accurate
  - Complete
  - Compliant
- 2.3 In order to confirm this risk-based reviews; system reviews and compliance testing are completed at the Fund's administrative office and at Peninsula Pensions offices.

### **3 THE PLANS**

- 3.1 The audit plans for the financial year 2021/22 allows for up to 40 days of internal audit support for the Pension Fund and 45 days of internal audit support for Peninsula Pensions.
- 3.2 We have worked with senior management to determine the key risks to the Fund and from this have developed a plan for the coming year. The plan considers both financial and non-finance-based systems, and our work will provide assurance to the County Treasurer and Members on the effectiveness of arrangements. Our working papers are available to external audit colleagues for their consideration in planning their work.
- 3.3 We liaise with the Fund's external auditors to discuss the testing planned to ensure this supports their requirements. The remainder of the planned days incorporates reviews of specific systems as identified through an audit risk assessment process, the Authority's risk register and discussion with management.
- 3.4 Any significant findings from the previous year's audit plan will be reviewed to ensure that agreed recommendations have been implemented and are effective.
- 3.5 As part of the audit plan we will also provide assistance and advice, and be a central contact point for senior management.

### **4 TIMETABLE**

- 4.1 The audits will be completed at specified times of the year through consultation and prior agreement with senior management. This will also take into account the timetable of external audit where applicable.
- 4.2 All findings will be reviewed with senior management at the end of each audit programme and prior to the issue of any draft reports.
- 4.3 A copy of all final reports will be forwarded to your External Auditors for their information.

### **5 2021/22 PLANS**

- 5.1 The following table sets out the planned internal audit work for 2021/22. Other issues and systems are sometimes identified during the audits and if found will be discussed with senior management. These issues may be incorporated into future audit plans dependent upon priority and risk assessment.

## Devon Pension Fund Plan 2021/22

| <b>Audit risk areas</b>                                                                                                                       | <b>Days</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Investment Team changed working practices resulting from Covid-19                                                                          | 6           |
| 2. Communications Policy review                                                                                                               | 7           |
| 3. Funding Strategy Statement review                                                                                                          | 7           |
| 4. Member Training and Induction (including review of changed practices resulting from Covid-19, member on-line handbook and SharePoint site) | 10          |
| 5. The Pensions Regulator Code of Practice 14 / consolidated Codes of Practice compliance (joint audit)                                       | 5           |
| 6. Audit Planning, Advice and Reporting                                                                                                       | 5           |
| <b>Total days</b>                                                                                                                             | <b>40</b>   |

- 5.2 The cost of these days will be £12,040. Additional support will be provided as and when required. Our standard daily rate for this work will be £301, although specialist support may be at a different rate.

## Peninsula Pensions Plan 2020/21

| <b>Audit risk areas</b>                                                                                 | <b>Days</b> |
|---------------------------------------------------------------------------------------------------------|-------------|
| 1. Member Self-Service                                                                                  | 10          |
| 2. First Response Team                                                                                  | 10          |
| 3. Payroll and Immediate Payroll System                                                                 | 10          |
| 4. The Pensions Regulator Code of Practice 14 / consolidated Codes of Practice compliance (joint audit) | 5           |
| 5. Training and Internal Quality Check processes, post-implementation review                            | 5           |
| 6. Audit Planning, Advice and Reporting                                                                 | 5           |
| <b>Total days</b>                                                                                       | <b>45</b>   |

- 5.3 The cost of these days will be £13,545. Additional support will be provided as and when required. Our standard daily rate for this work will be £301, although specialist support may be at a different rate.

Robert Hutchins  
 Head of Devon Audit Partnership  
 March 2021

## Executive Summaries for audits undertaken in 2020/21

### **DPF: Investment Strategy Statement** (Substantial Assurance)

We found that the revised Devon Pension Fund Investment Strategy Statement (ISS) was prepared in accordance with regulations and guidance. The development of the ISS also had regard to the advice of the Fund's independent advisor and referenced the review completed by Mercer LLC of the Fund's Investment Strategy and asset allocation.

The revised ISS was subject to appropriate consultation with stakeholders including with the Devon Pension Board and following its approval at the Investment & Pension Fund Committee in February 2020, it was published on the Devon Pension Fund Website.

Future iterations of the ISS should include reference to and consideration of the Financial Reporting Council UK Stewardship Code 2020 that took effect on 1<sup>st</sup> January 2020.

Subsequent to the approval of Devon Pension Fund – Funding Strategy Statement, also in February 2020, the Government issued a partial consultation response on changes to the local valuation cycle and management of employer risk relating to exit payment proposals. Accordingly, we understand that an Exit Credits Policy will be developed for consideration and approval.

### **DPF: Performance Management** (Reasonable Assurance)

Overall, there are robust procedures in place in relation to performance management and monitoring of the Brunel Pension Partnership including their appointed Fund Managers and the Fund Custodian.

Performance information is regularly reported to the Devon Pension Board and Investment and Pension Fund Committee. Related risks are captured in the Devon Pension Fund Risk Register which is also regularly reviewed, updated and reported.

Currently there is no performance monitoring relating to the Fund's Independent Financial Advisor, although we understand this will be established during the forthcoming re-tendering process.

The Office for National Statistics quarterly Financial Survey of Pension Schemes returns are completed, but we have made recommendations regarding creating a procedure document, retaining supporting documents and approval prior to submission.

**DPF: Risk Management and Reporting** (Substantial Assurance)

There is a comprehensive Risk Register in place which is clearly set out and 'RAG' rated. It provides clear descriptions of risks and potential impacts, with appropriate mitigating controls. Risk owners are identified, and risk management and monitoring are in place.

The Risk Register is regularly reported to the Investment and Pension Fund Committee and to the Devon Pension Board, allowing members to assess the risks and to have awareness of current risks to inform decision making.

The Devon County Council risk management framework and risk recording system is utilised, which provides for a consistent approach to risk management and reporting. This includes the use of system generated reminders for any risks overdue for review.

An in-house tool has been developed for the purpose of undertaking self-assessment against The Pensions Regulator Code of Practice 14 'Governance and administration of public service pension schemes.' The self-assessment tool was last reviewed in January 2020, and we found the area 'Managing Risks' to be complete with links to supporting evidence in line with self-assessment outcomes. There were no areas of non-compliance, and for all partially compliant areas there is reference to actions planned or undertaken.

**PP: Employer Self-Service – including follow-up of Interfacing and use of ESS**  
(Reasonable Assurance)

The use of Employer Self-Service has increased in the period since the last audit review. However, completion of the management action plan relating to the previous audit recommendations in 2019/20 remains ongoing.

The provider is no longer supporting or developing Employer Self-Service, but the risks related to this position are yet to be recorded in the Peninsula Pensions Risk Register. We have made recommendations regarding contingency arrangements and alternative solutions, which may offer further developments in the use of Employer Self-Service by employers and an improved control framework.

Although the leaver process through Employer Self-Service has been recently changed, it may not be achieving the intended benefits and we note that incomplete leaver information from employers continues to cause delays in processing.

**PP: New Website** (Reasonable Assurance)

The Peninsula Pensions website was significantly updated in December 2020 to meet accessibility requirements and respond to feedback from stakeholders. The site is now 93% compliant with the AA standard (Web Content Accessibility Guidelines version 2.1 AA), which is a marked improvement on the previous compliance level. We have recommended that an action plan be developed to address non-compliance and achieve 100% compliance with the standard.

Our review of the website found it to be effective and appropriately controlled, although we have recommended access to an employer form that sits outside of Employer Self-Service be reviewed. We have also recommended that Peninsula Pensions develop a Communications Strategy in respect of communication to its various stakeholders.

**PP: Covid-19 Response and Changed Practices – Service Areas**

Following an in-year change to the audit plan due to the pandemic, we examined the Covid-19 Response by service areas.

We found that Service wide pre-lockdown planning, the timely identification of required working practice changes, the preparation of 'preparedness for pandemic assessment' analysis alongside consideration of the Service's Business Continuity Plan ensured that the Service was well prepared. The Senior Management Team has worked collectively to maintain Peninsula Pensions services during the pandemic.

Remote access to IT systems has worked as planned, including the Pension Administration System (Altair), and Member Self-Service invaluable in these circumstances. Contingency arrangements were found to be sufficient but are yet to be reviewed in light of Covid-19, including documenting 'lessons learnt'.

Contingency arrangements are yet to be reviewed in light of Covid-19 including documenting 'lessons learnt', similarly the changed practices have not yet been subject to review, or reconsideration of risks and mitigating controls post implementation. Nor have related process documents been amended for all the changed practices or the Service Risk register updated although we acknowledge the latter is planned for during 2021.

We understand that formal review of changed practices and lessons learnt will take place at March 2021 (or post March lockdown).

Individual service area executive summaries are as follows

**PP: Covid-19 Response and Changed Practices – Member Services** (Substantial Assurance)

Within the Member Services team, a requirement to use Member Self Service (MSS) or email where possible and to accept electronic evidence was implemented and for safe office working where MSS / email was not possible. Changes were effectively disseminated internally, and we note that Peninsula Pensions followed DCC corporate guidance in dealing with Covid-19 and took steps to ensure the safety of its staff. Appropriate and timely communications were made to Members.

We understand that internal and external deadlines are being met, and this is reflected in the reported performance data. In addition, we noted that there has been a reported increase in compliments received since lockdown and changed work practices.

**PP: Covid-19 Response and Changed Practices – Employer Communications** (Substantial Assurance)

Within the Employer & Communications team, training was provided remotely, and a decision made to accept electronic signatures in line with LGPS and The Pensions Regulator guidance. Appropriate and timely communications were made to Employers throughout the pandemic to date. Changes were also effectively disseminated internally.

We understand that internal and external deadlines are being met, except for employer query tasks, and this is reflected in the reported performance data. We note that the Devon Pension Board has commended the Service on its performance during this period

**PP: Covid-19 Response and Changed Practices – Technical & Compliance** (Substantial Assurance)

Within the Technical & Compliance teams, the provision of remote in-house support and training, training of team members to provide additional support and cover to other Peninsula Services areas, review and amendment of the death process and ensuring continued compliance with guidance from the LGPS and the Pensions Regulator were all found to be effectively implemented. Changes were also effectively disseminated internally.

We understand that internal and external deadlines are being met and we note that the Devon Pension Board has commended the excellent performance of Peninsula Pensions staff during the difficult circumstances of the pandemic.

**PP: Covid-19 Response and Changed Practices – Overall Adaption** (Substantial Assurance)

Effective governance and strategic decision-making processes are in place in relation to the Peninsula Pensions response to the Covid-19 pandemic.

Risks and mitigating actions were identified at the outset. Business Continuity arrangements were effectively put in place in March 2020 and were found to be sufficient. We note that the Peninsula Pensions Business Continuity Plan and Peninsula Pensions Risk Register are due to be updated in 2021; the risk register review should include consideration of the wider economic and social impact of the pandemic

Requirements to adapt the Service were identified at a senior level, and associated decisions and actions are recorded and subject to ongoing monitoring. Formal review of these changes has not taken place yet, but we understand is planned for March 2021 (or post March lockdown) and should incorporate wider learning from Covid-19 that could in turn inform the review of the Business Continuity Plan.

We note that the Devon Pension Board has commended the excellent performance of Peninsula Pensions during the difficult circumstances of the pandemic

## **Organisation Assurance Opinion definitions**

| <b>Opinion</b>        | <b>Definitions</b>                                                                                                                                                                                                                                                                                       |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Substantial Assurance | A sound system of governance, risk management and control exist across the organisation, with internal controls operating effectively and being consistently applied to support the achievement of strategic and operational objectives.                                                                 |
| Reasonable Assurance  | There are generally sound systems of governance, risk management and control in place across the organisation. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of some of the strategic and operational objectives.                           |
| Limited Assurance     | Significant gaps, weaknesses or non-compliance were identified across the organisation. Improvement is required to the system of governance, risk management and control to effectively manage risks and ensure that strategic and operational objectives can be achieved.                               |
| No Assurance          | Immediate action is required to address fundamental control gaps, weaknesses or issues of non-compliance identified across the organisation. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of strategic and operational objectives. |

## **Individual Assignment Assurance Opinions definitions**

|                       |                                                                                                                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Substantial Assurance | A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.                                              |
| Reasonable Assurance  | There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.                     |
| Limited Assurance     | Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.                       |
| No Assurance          | Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited. |