

Aberdeen Sports Village - Appendix E

	Assurance Request	ALEO Response	Assurance Rating
Governance	General Data Protection Regulation - Implementation Update	GDPR action plan contains rolling actions to which additions are made as and when identified. The policy review is included in the action plan and is scheduled for review by the Data Protection Officer in May 2019 to allow for approval and publication before the one year due date. GDPR is included in the induction programme for all new employees and training is provided regularly. Supplementary training specific to the needs of particular groups is being developed as part of the action plan and will be implemented over summer 2019.	Very Low
	Zero Hours Contracts/Scottish Living Wage	To meet the fluctuation in demand caused by over 1M visitors annually, which cannot always be met by full time and part time employees, ASV employs a relatively small group (compared to overall staff numbers) of staff on casual/zero hours contracts. Staff in the pool of casual workers are happy to accept work at short notice and on an irregular basis, and usual cover customer service, catering and seasonal coaching and sport attendant roles. The vast majority of these staff are in secondary or tertiary education and the flexibility suits their needs. For some, it provides workplace experience and the opportunity to gain qualifications whilst others see it as an entry level career opportunity which may lead to other opportunities in the organisation. No casual staff are required to accept the offer of any work and all are able to work for other organisations. Some coaching staff work in various facilities across the region. All staff receive the National Living Wage.	Very Low
Risk	Risk Register including EU Exit related risks and mitigations	Reviewed by Board in December. This is comprehensive and clear in terms of mitigation. Board has requested that future registers report "top 5" business risks and "top 5" inherent risks. EU Exit scenarios are being monitored.	Low
	Details of internal and external audit work	Internal audit is well embedded within the organisation and is supported by a number of external parties in key areas of operation. External audit to be reviewed next cycle.	Low
	Business Continuity Planning (BCP) - maintenance and testing of plans	A Strategic Incident Plan is nearing completion, and the Hub noted the recommendation to make more resources available. Business Impact Analysis assessments will enable ASV to build BCPs. This will be made available to the Hub in the next cycle of meetings.	Low
	PREVENT policies and procedures	ASV have requested some support from ACC to facilitate policies and procedures around PREVENT and this will be provided.	Low
Finance	Management accounts and published annual accounts	Management accounts and annual accounts provided and reviewed by Hub.	Low
	Financial Procedures including delegations, Board reports	Review of Financial Regulations was scheduled for April 2019 but this has been delayed due to departure of Head of Finance, and will take place in Autumn. This will include delegations to officers. Board reports now include a section on "financial implications" as suggested by the Hub.	Medium
	Business Planning	ASV has a suite of plans and strategies rather than a single Business Plan. The Hub has requested that this is presented as a single Plan in future, and this is consistent with the requirement for all ALEOs to present Business Plans to the Council towards the end of 2019.	Low