

Bon Accord Care - Appendix F

| | Assurance Request | ALEO Response | Assurance Rating |
|-------------------|---|--|-------------------------|
| Governance | General Data Protection Regulation - Implementation Update | Action plan identifies review of breaches and decision making processes in May 2019, review of Privacy Notices in June 2019, and review of procedures in December 2019. GDPR is included in Quality Management Systems Audit for December 2019. E-learning on GDPR introduced late December 2018 and at the time of reporting 90.4% have completed this and been successful. Additional training and certification at manager/Director level and extended management team. | Low |
| | Zero Hours Contracts/Scottish Living Wage | Zero hours contracts - nil. Staff in casual worker pool may hold casual working contracts. ACC terms and conditions in place; no staff member is paid less than Scottish Living Wage. | Very Low |
| | Recruitment to post of Managing Director | Recruitment process completed and an appointment has been made, to take up post on 1st September. Interim MD remains in post until that date, at which point duties as Finance Director will resume. | Low |
| Risk | Risk Register including EU Exit related risks and mitigations | Risk register reported to Board in March, included consideration of EU Exit risks and mitigations. BAC have profiled their staff and the workforce risk around EU Exit is considered to be low due to reliance on EU nationals being low. | Very Low |
| | Details of internal and external audit work | Full details provided. A number of internal and external audits are planned and underway and the audit programme looks sufficiently robust. | Very Low |
| | Business Continuity Planning (BCP) - maintenance and testing of plans | All plans are currently in the process of review and are scheduled to be updated and re-issued by the end of June 2019. Bon Accord Care have a management team desktop business continuity exercise scheduled for July. | Very Low |
| | PREVENT policies and procedures | Nothing specific with regard to PREVENT and anti-terrorism within BAC policies and procedures although Adult Support and Protection responsibilities would include anything of this nature. All and any ASP concerns are covered by a robust procedure within BAC. and involves the appropriate sections of ACC. | 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 | A number of finance procedures documents reviewed and issued with effect from May 2019 and are of a good quality. | |
| | Business Planning | Update of 5 year budget figures supplied to reflect new contract. | |