

Sport Aberdeen - Appendix G

	Assurance Request	ALEO Response	Assurance Rating
Governance	General Data Protection Regulation - Implementation Update	Formal review scheduled for June 2019 which will be reported to the Board on 26th June. Requirements are being kept under continual review, including revisions to Privacy Notices for customers and staff. Lessons learned are communicated to staff. Online training provided to new staff to ensure consistency across workforce	Very Low
	Zero Hours Contracts/Scottish Living Wage	Committed to minimising the use of zero hours contracts, although these are issued when specific contracted hours of employment cannot be given, to indicate that a formal contract exists and that equivalent statutory employment rights are in existence. The Scottish Living Wage is now paid to all age categories; the National Living Wage is paid to all staff over 25 and to some positions from age 15 (eg Aquatics Helpers).	Very Low
	Integration of Garthdee Alpine Sports (GAS) and Adventure Aberdeen (AA) into Sport Aberdeen	AA fully integrated on 1st April 2018 and support service efficiencies realised. The business of GAS was transferred on 1st October 2018 and the integration of staff is complete under TUPE transfer. A review of staffing in both operations has been undertaken and efficiencies proposed as part of a single management arrangement. ICT infrastructure arrangements transferred in November 2018 with certain services scheduled to transfer at the end of the current contract. Leisure Management Information System integration will be completed by July 2019. Financial and HR services have been fully integrated with Sport Aberdeen's coached programmes, which increases opportunities for joint marketing to realise efficiencies and cross selling. Grounds maintenance has also been incorporated into Sport Aberdeen's existing contract.	Very Low
Risk Management	Risk Register including EU Exit related risks and mitigations	Reviewed on 1st February and subject to review on a 6 monthly basis. Risk Management Strategy issued 4th February and includes risk appetite statement. Strategy details how risks are monitored, reassessed and reported, enabling escalation and de-escalation. Sport Aberdeen met all requests for information and these provided strong assurance.	Very Low
	Details of internal and external audit work	Internal audit programme was submitted and comprehensive. This is due to commence within the next few months. Updates will be sought in future cycles. External audit for 2019 is scheduled to commence in early May and updates will be sought in future cycles.	Very Low
	Business Continuity Planning (BCP) - maintenance and testing of plans	BCP was subjected to a live activation in March 2019 during a partial loss of ICT systems and loss of access to HQ was tested as a desktop exercise also. Another test is scheduled. Lessons learned update requested.	Very Low
	PREVENT policies and procedures	Research and work undertaken to produce a PREVENT Strategy for Sport Aberdeen. This is due to be reviewed at the next Corporate Governance Committee in July 2019.	Very Low
	Management accounts and published annual accounts	Management accounts provided and reviewed by Hub. Positive variance in budget performance to period 11. Final GAS accounts to 30th September 2018 showing total balance and cash assets. External audit recommendations in respect of 2018/19 accounts have been reported to Corporate Governance Committee, which noted recommendations and management response. 2019/20 budget setting approved by Board.	Very Low

Finance	Financial Procedures including delegations, Board reports	Financial Regulations and financial procedures updated to reflect GAS integration, pending full review to be undertaken in June 2019. Board templates amended to add in legal implications, specifically Freedom of Information, Data Protection and Environmental Impact.	Very Low
	Business Planning	Sport Aberdeen currently in the process of updating their business plan for 2019/20 which will be provided to the Council by 30th June 2019. This will then be reported to the relevant Committee. The Board has agreed the high level financials that will underpin the business plan. This will also incorporate risk appetite, strategic risk register, SWOT and PESTLE analysis, in addition to strengthening the links with the LOIP and the outcomes agreed in the Commissioning Framework Agreement.	Very Low