

Aberdeen Heat and Power - Appendix C

	Assurance Request	ALEO Response	Risk Rating
Governance	General Data Protection Regulation	Policies, procedures and controls in place and provide adequate assurance. AHP board considered GDPR policy on 15/11/19.	Very Low
	Workforce Planning	Aberdeen Heat and Power have recently entered the recruitment marketplace to source a project engineer and a CEO, whilst they undertake in-house training across all areas to cover absence etc we would utilise the services of a specialist recruitment company to fulfil specialist roles in the future.	Low
	Composition and Capacity of the Board	The current AHP board covers a wide spectrum of age and is split evenly on gender. We adapt presentations etc currently to cope with any disabilities of Board members. On completion of the Wylie & Bisset quality audit we will be reviewing all governance procedures and will ensure an inclusiveness policy is developed and adopted for the next recruitment process for board members.	Low
	Induction and Training Programme for Board Members	Documentation in this area is being revised and updated following an external audit carried out by Wylie and Bisset. The full report will be shared with the Board on 15th November. In the meantime, Board members are aware of their obligations in terms of conflicts of interest including annual sign off of a form which includes members interests. We are currently awaiting the full report from the auditors on our governance procedures and this shall be shared with the Board members on 15th November and a suitable action plan shall be adopted.	Low
Risk	Risk Register	A copy of the June 2019 Risk Register was provided and reviewed. The Risk Register has been updated following the review and recommendations from Wylie and Bisset. The register contains reviews being reported to AHP's Policy and Operations Group on 29/10/19 and so will be reviewed in the next cycle. In addition the Hub was provided with copies of the new Risk Policy document and new Risk Procedure documents.	Very Low
	Risk Register - (EU-Exit)	The updated Risk Register now contains EU-Exit specific risks. Risks identified by the organisation are identified, categorised and contains mitigation and review details. The hub also noted that staff have attended EU-Exit related seminars.	Very Low
	Internal Audit	The hub was provided with a copy of the internal audit plan prepared by Wylie and Bisset covering April 2019 to March 2022. The audit plan for 19/20 is noted and the hub will request progress on this plan during the next cycle. The internal audit conducted in August on the organisations I.T. systems rated this area as "weak" the report contained 8 recommendations. Feedback received provides assurance that all "high" graded recommendations on the I.T. systems have been actioned and closed out.	Very Low
	External Audit	Feedback received provides clarification that external auditors are appointed and that final accounts are submitted to companies house.	Very Low
Finance	Quarterly Trading Accounts	Provided and assessed as providing adequate assurance.	Very Low
	Medium Term Financial Planning	The Business Plan shall be updated at the first P&O meeting in 2020 for presentation and approval at the February Board meeting. AHP shall forward a copy tom ACC on board approval.	Low
	Audited Annual Accounts 2018-19	Provided and assessed as providing adequate assurance.	Very Low