

Sport Aberdeen - Appendix G

	Assurance Request	ALEO Response	Risk Rating
Governance	General Data Protection Regulation	SA provided Data Protection Policy and advised there were 18 breaches since the DPA 2008 came into effect. All were assessed as low risk. None were identified as requiring reporting to the ICO. GDPR is a standing item on both the Senior Leadership Team fortnightly meeting and on the bi-monthly Corporate Governance Committee meeting. They also feature as part of induction training, for both all new staff and board directors. Refresher training periodically takes place. Privacy notices are kept under constant review and made available on the website.	Very Low
	Composition and Capacity of the Board	<p>The present board of directors has a very broad range of skills, experience and expertise and this has been incrementally formed by recruiting proactively to ensure strength in the field of governance, financial acumen and business development. Several of the board are company directors and leaders in their respective professional fields of employment and Sport Aberdeen benefits greatly from their expertise.</p> <p>Away from the main board meetings, the most important committee of the company is Corporate Governance. The company AGM was in September and there was a refresh and increase in committee membership from 6 to 8 company directors. This reflects both the interest in the committee's work as well as its importance to the overall scrutiny and stewardship of the charity's business. This should provide absolute assurance to ACC that well informed decision making is at the forefront of consideration, minimising any potential risk to Sport Aberdeen and the council.</p> <p>In 2018 the board took specific steps to improve the composition with the priority recruiting younger trustees that were female to reflect a better gender balance. Two new trustees were appointed and they have both added significant value to the board and committees' business.</p> <p>In terms of equalities groups, the board has not sought to recruit in a targeted way, but has been open to any individual joining the board providing they are able to meet the appropriate trustee role specification. The process of encouraging co-optees to the board's committees remains open and we continue to build on the benefits of having service users and other interest groups involved in what the company plans and delivers.</p>	Low
	Induction and Training Programme for Board Members	SA provided documents that form part of the trustee induction programme as well as a guidance pack on expectations. In addition, a declaration of interest is sought from all trustees and co-optees at the commencement of business, should there be a requirement to do so. In terms of training, consideration is being given trustees attending a range of refresher courses offered by the Institute of Directors.	Low
Risk Management	Risk Register	The Strategic Risk Register was updated 30th August 2019 and approved by the Corporate Governance Committee. The Register contains the Strategic Risks identified by the organisation. The risks are cross-referenced to a Strategic Objective (where applicable) and identifies the further actions required in order to mitigate each risk.	Very Low
	Risk Register - Can you provide an update on your EU-Exit preparedness on the basis of EU-Exit 31st October	The Brexit Action plan was provided and reviewed. The plan contains the risks identified by the organisation and actions required. Actions with a target date of December 2019 will be followed up at the next reporting cycle.	Very Low
	Business Continuity Plans	The BCP testing planned for Q2 has been delayed until Q4. This will be followed up during the next cycle.	Low
	Internal Audit	The company has a rolling 3 year programme of internal audit. The appended report was presented to the Corporate Governance Committee on 6 November 2019 which confirmed that it was satisfied with the audit and management actions that were identified to ensure improvement.	Very Low
	External Audit	The company's retained External auditors Johnston Carmichael completed a full 2018/19 audit based on timescales to comply with ACC reporting. A clean audit report was issued and no adjustments were made to the internal accounts, other than the revised pension liabilities that were recalculated at end of May 2019. Johnston Carmichael were reappointed at the AGM on 25 September 2019 for a further 12 months.	Very Low
	Quarterly Trading Accounts	Provided and assessed as providing adequate assurance.	Very Low

Finance	<b>Financial Regulations</b>	Sport Aberdeen's Financial Regulations and Financial Procedures (updated in September 2019) were provided and assessed as providing adequate assurance.	<b>Very Low</b>
	<b>Audited Annual Accounts 2018-19</b>	Provided and assessed as providing adequate assurance.	<b>Very Low</b>
	<b>Medium Term Financial Planning</b>	Commentary on a forecasted position has already been submitted to the Council as part of routine budget reporting and to tie in with the with financial reporting to City Growth and Resources Committee. Budget based scenario planning is underway in conjunction with the Head of Commercial and Procurement Services.	<b>Low</b>