

Area of Assurance	Item	Purpose	TOR	Aberdeen Heat and Power	Aberdeen Performing Arts	Aberdeen Sports Village	Bon Accord Care	Sport Aberdeen
Governance	Information Governance and Data Protection	Assurance that an appropriate framework is in place to ensure compliance with Data Protection legislation.	15(f)	May	May	May	May	May
	Workforce Planning	Assurance that the organisation has adequate workforce and succession planning arrangements in place.	16	September	September	September	September	September
	Training and Development Programmes	Assurance on training and development of Board members and workforce to align the needs of the organisation to skillset.	15(e) 16	September	September	September	September	September
	Governance Documentation	Assurance that all governance documentation is regularly reviewed and supports the organisation's governance framework: - Delegated powers - Board Structure - Codes of Conduct	15	May	May	May	May	May
Risk Management	Risk Register	Assurance that risk registers are in place, are kept under regular review with control actions monitored to completion, and are linked to the achievement of outcomes for the ALEO and the Council.	13(b)	May September	May September	May September	May September	May September
	Risk Appetite	Assurance that ALEOs have an established risk appetite which is reflected in decision making structures.	13(d)	September	September	September	September	September
	EU Exit	Assurance that the organisation is managing the impacts of EU Exit, that risks are identified and controls are in place.	13(c) 13(e)	May September	May September	May September	May September	May September
	Internal and External Audit	Assurance that ALEOs have risk-based internal and external audit plans in place and a process to address and close out audit recommendations to completion	13(f)	May September	May September	May September	May September	May September
	Business Continuity Planning and Testing	Assurance that appropriate business continuity arrangements are in place including testing and exercising.	13(e)	May September	May September	May September	May September	May September
	PREVENT Strategy	Assurance that ALEOs have appropriate procedures in place to work effectively with the Council to ensure it can meet its PREVENT obligations.	19	May	May	May	May	May
	Civil Contingencies and Health and Safety	Assurance that ALEOs have processes in place to support the Council in its capacity as a Category 1 responder. This would include emergency planning and health and safety.	19	May	May	May	May	May
Finance	Quarterly Trading Accounts	Assurance that accounts are being managed within budget and the level of financial risk to the Council is low.	14	May September	May September	May September	May September	May September
	Medium-Term Financial Planning	Assurance that ALEOs have prepared a medium-term financial plan or had incorporated medium term planning into a Business Plan to provide assurance that ALEOs are prepared for core funding pressures.	14	May September	May September	May September	May September	May September
	Audited Annual Accounts 2019-20	Assurance that accounts are being managed within budget, are in line with statutory requirements and that the level of financial risk to the Council is low.	14	September	September	May	September	September
	Financial Resilience	Assurance that ALEOs have a strategy in place to meet the short to medium term effects of Covid and EU Exit as they affect financial risk	14	September	September	May	September	September