

Aberdeen Sports Village - Appendix E

	Assurance Request	ALEO Response and Hub Commentary	Risk Rating
Governance	<p>Assurance required on training and development of Board members including any changes to Board structure, rationale for any structure changes, and training plans for Board members.</p> <p>Please provide details of any recent or planned structure changes and training plans for Board members.</p>	<p>The Hub noted that ASV had made no changes to its Board structure in the last 12 months, however four of the Board's Non-Executive Directors were due to be replaced in the coming weeks and all new Board members would participate in a rigorous induction process. The Hub was advised that future training for all ASV Board members would include Health and Safety at work (Corporate and Board responsibility), Sustainable Development Goals (Board awareness and responsibility) and Board appraisals in December 2022. The Hub agreed that an update on Board recruitment be sought for the December meeting.</p>	Low
	<p>Assurance sought that key policies are in place with a review schedule in place, and that policies are developed using a risk-based approach.</p> <p>Evidence that key organisational policies are in place and regularly reviewed, in particular policies which regulate internal controls such as Health and Safety, Fraud Prevention/Detection, Data Protection, etc This may be evidenced through a policy register or schedule and it would be helpful to see a sample of policies also.</p>	<p>The Hub was provided with a sample of internal control policies which included ASV's Health Safety and Wellbeing Policy and Data Protection Policy. The Hub noted from the Health Safety and Wellbeing Policy that ASV's Health and Safety Committee met quarterly and that a Health and Safety Improvement Team meets quarterly, providing a good level of assurance.</p> <p>The Hub noted that an Integrated Management System (IMS) aided ASV with regard to timely reviews of all of their agreements, policies and procedures.</p> <p>Policies are risk based in that the purpose and scope section within each of the policies establish the risk within the aims of the policy. There is evidence that the policies reviewed have been created with risk/s in mind and are being used as a control to mitigate the risk/s identified.</p>	Low
Risk	<p>Assurance required that risks are being regularly reviewed in accordance with the organisation's agreed risk management policy, 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.</p> <p>This area will be explored in more depth in the December cycle, however could you provide a high level summary of the current impact of the cost of living and longer lasting impacts of COVID.</p>	<p>The Hub was provided with the March 2022 Board Papers which included the Business Risk Register. The Risk Register was supported by a covering report that summarises and provides an overview of top risks affecting the business which includes increasing energy costs and local economic impacts. Risk scores have been adjusted to reflect cost of living pressures and it is clear that ASV are monitoring the impacts on the business closely and regularly.</p>	Very Low
	<p>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.</p> <p>Assurance that there have been no internal control failures or that any failures have been addressed and/or notified if they are of significance to the Council.</p> <p>Please provide a summary of ASV's internal and external audit plans for the current year (and beyond, if available) and detail the process that is followed to close off audit recommendations. Provide details of any high graded recommendations on the back of internal or external audit, or any regulatory activity, in the last 12 months.</p>	<p>The Hub was advised that a planning meeting will be arranged with ASV's external auditors, Johnston Carmichael to schedule the audit and ensure preparedness. It is expected that the audit will be scheduled mid-September 2022.</p> <p>ASV confirmed that there were no audit recommendations resulting from the 20/21 external audit.</p> <p>ASV confirmed that they have an annual audit plan and that internal and external audit recommendations are captured and tracked to completion via action planners that form part of business improvement plans and would include H&S audit recommendations, risk assessment updates and policy updates.</p>	Low
	<p>Assurance that accounts are being managed within budget, that the level of financial risk to the Council is low and that there is compliance with the Following the Public Pound Code of Practice.</p>	<p>The Hub noted that financial monitor data is provided to the ASV Board on a regular basis. The Hub noted that this is both detailed and timeous and discussions take place around potential mitigations where required/possible.</p>	Low

Finance	<p>Assurance that ALEOs undertake medium-term financial planning or have incorporated medium term planning into a Business Plan to provide assurance that ALEOs are prepared for core funding pressures. Again this ensures compliance with the Following the Public Pound Code of Practice.</p>	<p>The Hub noted that a 3 year Business Plan has been formulated and submitted to the ASV Board. The Business Plan forecasts a break even operating position by the close of 2022-23. Lifecycle charges were originally reduced as part of the mitigation of the effect of Covid on the organisation and it is planned that these will have been restored by the end of year 3. The Business Plan expects income to move to pre covid levels within the next 12 months as individual and groups continue to return to ASV for their fitness and wellbeing requirements. Overall student numbers at Aberdeen University have not changed are expected to return to previous levels in the new term. The organisation has been tracking income and customer levels in the various categories of its operations on a monthly basis and there are positive signs that income levels are increasing. These will be continue to be monitored and reported to the ASV Board on a regular basis. ASV feels its prices are competitive and they remain an affordable option for the majority of their customers.</p>	Medium
	<p>Assurance that accounts are being managed within budget, are in line with statutory requirements and Following the Public Pound Code of Practice, and that the level of financial risk to the Council is low.</p>	<p>The Hub noted that ASV's audited annual accounts for 2020-21 were submitted timeously and the auditors raised no matter of concern. As the financial year for ASV ends on June 2022, no draft annual accounts are available although in line with the ASV Board papers, detailed financial data to February 2022 has been provided. The full year, audited results will be reported to committee when available.</p>	Low