

Appendix G - BP

| Area of Assurance | Assurance Request | Hub commentary for report | Hub Risk Rating |
|------------------------|---|--|-----------------|
| Governance | <p>Assurance of on-going review of all governance documentation and policies. The assurance will be provided through a short written summary of planned and completed activities in this area.</p> <p>Specifically please provide:</p> <p>An update on ISO9001 accreditation</p> | <p>The Hub noted that there was no update with regard to ISO9001 accreditation until financial investment decision (FID) was made and the project was confirmed to progress. The Hub will follow up on the accreditation in the next reporting cycle.</p> | Low |
| Risk Management | <p>Assurance 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. This assurance will be provided through provision of risk registers and relevant supporting minutes/documentation.</p> <p>Specifically please provide:</p> | <p>BP provided a copy of the current risk register which was last reviewed by the Board in September 2023. The risk register format remains unchanged since the last review and contains risk detail, ratings and mitigations.</p> <p>The risk register reflects the risks identified within the current operating environment and is reviewed on a quarterly basis.</p> | Very Low |
| | <p>Assurance that appropriate business continuity arrangements are in place, including testing and exercising arrangements or schedules which recognise the evolving risk environment for the Place; in particular that provision is made within plans and exercising to ensure resilience around critical service delivery; that each organisation has an awareness of the Council's responsibilities as a Cat 1 responder under the Civil Contingencies Act and has agreed mechanisms in place to support these; and that each organisation is fully conversant with the implications for their operations of the CONTEST Strategy (UK Govt strategy for counter-terrorism)</p> <p>Specifically please provide:</p> <p>Updates on progress with implementing Protect duty and preparations for OC6/RLD prior to Winter.</p> <p>Update on BCP activations, testing of plans, since the last cycle.</p> | <p>BP advised that BCP arrangements are still not applicable for this stage of the project and will be progressed to post financial investment decision stage when appropriate.</p> <p>The Hub will request an update in this area at the next reporting cycle.</p> | Medium |

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| Finance | 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. | The Hub confirmed that regular monthly budget monitoring accounts are being issued to Board members and that there are no matters of concern arising within these reports. Board papers also indicate extensive discussions on particular aspects continue to be tabled as required. | Low |
| | 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. | The Hub confirmed that annual work programme contained within the Business Plan continue to be discussed at Board meetings. | Low |
| | 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. | The Hub confirmed that copies of the audited 2022-23 annual accounts have been submitted to Companies House within the deadline of 31 December 2023. The auditors' report identified no matters of concern and concluded that the organisation's use of the Going Concern basis of accounting was appropriate. | Low |