

	A	B	C	D	E	F	G	H	I	J
	Area of Assurance	Item	Purpose	TOR	Aberdeen Heat and Power	Aberdeen Performing Arts	Aberdeen Sports Village	Bon Accord Care	bp AHEL	Sport Aberdeen
1	Governance	Training and Development Programmes	Assurance on the on-going training and development of Board members including any changes to Board structure, rationale for any structure changes, training plans for Board members, procedures around conflicts of interest.	15(e) 16	November	November	November	November	June	November
2		Governance Documentation	Assurance that all employment practices are in alignment with employment legislation, the ALEO's people policies and employment best practice.	16	June	June	June	June	n/a	June
3		Governance Documentation	Assurance that the Public Sector Equality Duty is being met and that decision making does provide evidence of due regard to people with protected characteristics.	15	June	June	June	June	n/a	June
4		Governance Documentation	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 and should include reference to information governance, health and safety governance, public liability and employer's liability insurance and cyber governance.	15	November	November	November	November	n/a	November
5		Governance Documentation	Assurance that arrangements are being made by the Joint Venture to put in place the required governance documentation, including information governance, health and safety governance and cyber governance.		n/a	n/a	n/a	n/a	June	n/a
6		Risk Management	Risk Environment	Assurance that risks are being regularly reviewed in accordance with the organisation's agreed risk management policy. The assurance will be provided through a short written summary of ALEOs current risk environment, including risks that been added, escalated or de-escalated rather than through provision of the risk register. This will also include an overview of activity and controls in place across the three lines of defence.	13(b)	June	June	June	June	June
7	Risk Register		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.	13(b)	November	November	November	November	November	November
8	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)	June	June	June	June	n/a	June
9	Internal and External Audit		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.		n/a	n/a	n/a	n/a	June	n/a
10	Internal and External Audit	Assurance that arrangements are in place for internal and external auditing.		n/a	n/a	n/a	n/a	June	n/a	

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11		Resilience	<p>Assurance that emergency plans/major incident plans and processes and appropriate business continuity arrangements are in place.</p> <p>Assurance that testing and exercising arrangements or schedules are in place 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), in particular in respect of the Prevent and Protect duties.</p>	13(e)	June November	June November	June November	June November	n/a	June November
12	Finance	Quarterly Trading Accounts	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.	14	June November	June November	June November	June November	June November	June November
13		Medium-Term Financial Planning and Financial Resilience	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.	14	June November	June November	June November	June November	June November	June November
14		Audited Annual Accounts 2023-24	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.	14	November	June	June	June	n/a	June