

	A	C	I	J
1	<b>ABERDEEN SPORTS VILLAGE</b>			
2	<b>Area of Assurance</b>	<b>Assurance Request</b>	<b>ALEO Response and Hub Commentary</b>	<b>Hub Risk Rating</b>
3	<b>Governance</b>	Assurance on the on-going training and development of Board members including any changes to Board stucture, rationale for any structure changes, training plans for Board members, procedures around conflicts of interest.	The Hub noted the minute of the interim board meeting of 7 March 2024 and the Board report from 29 March 2024 and could not see any evidence of the 5 key recommendations from the Board Review having been considered. This will be followed up in the next cycle and if assurance is provided this risk rating will be adjusted to Very Low.	<b>Low</b>
4		Assurance that all employment practices are in alignment with employment legislation, the ALEO's people polices and employment best practice.	The Hub noted that the ASV policy tracker and the dated detail of the staff handbook ongoing review program would cover the legislative changes occurring within 2024 and therefore provides the assurance required.	<b>Low</b>
5		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.	The Hub noted that ASV operates an Equality, Diversity and Inclusion Policy however this does not describe the extent to which protected characteristics are taken into account during decision making.  All ALEOs will be invited to attend a training session with Council officers to share the improvements made in relation to our Public Sector Equality Duty. This will focus on areas within each ALEO which require to be improved.	<b>Medium</b>
6	<b>Risk Management</b>	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.	ASV provided the Hub with the board pack from March 2024 which included the Risk Report for 23/24 and the Top 5 Business Risks faced by the organisation.  The report provided an overall summary of the Top 5 risks which includes adjustment in risk score assessment appropriate along with a full copy of the ASV risk register. The preport provides assurance that ASV continues to monitor its current risk environment whilst continuing to manage existing risks.  In the next cycle, the Hub will seek confirmation of actions within the Quest Improvement Action Planner since last reporting cycle.	<b>Very Low</b>

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7		<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>ASV provided a copy of the internal audit planner for 2024/25. The plan is comprehensive and covers each area to be audited including HR, Finance, Operations, Facilities, H&amp;S, Sports and Business Development and Environmental. Each areas to be audited is linked to strategic commitments and sets out when the audits shall take place.</p> <p>The Hub will follow up on plan progress in the next reporting cycle.</p> <p>ASV reported that there are no overdue audit recommendations and no internal control failures to report.</p>	<b>Very Low</b>
8		<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>	<p>ASV provided a copy of the BCP for loss of IT systems and the Emergency and BCP checklist.</p> <p>The Hub suggests that ACT Elearning is rolled out to frontline staff and that the Protect UK app is also downloaded to staff devices. In addition, that ASV attends training session being held on 25th July by ACC to cover Risk and Resilience matters. The Hub will also follow up in the next cycle on whether there have been any live activations of BCPs or incident plans.</p>	<b>Low</b>
9	<b>Finance</b>	<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 the ASV Board continue to be provided with detailed budget monitoring and forecasts, as well as updates on specific actions in relation to cost mitigation and Income Generation. Board minutes confirm members take the opportunity to raise questions and make suggestions in relation to Finance related matters.</p>	<b>Very Low</b>

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10		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.	ASV are currently working on the latest version of their 3 Year Business Plan, taking into account changes in funding and scrutinising cost drivers. Board minutes indicate some discussion has already taken place at Officer and Board level around future funding levels. ASV continue to operate within a challenging financial environment. It should be noted that ASV provide regular monitoring reports to the Board alongside specific reports on various financial aspects, providing updated on progress on cost mitigation as well as benchmarking in relation to prices, attendance and Income generation.	<b>Medium</b>
11		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 the 2022-23 annual accounts were submitted to Companies House and OSCR by the required deadline and in accordance with the appropriate regulations. The auditors' report identified no matters of concern and concluded that the organisations use of the Going Concern basis of accounting was appropriate. ASV's financial year is to 31 July and the 2023/24 accounts will be reviewed by the Hub when the audit of these is complete.	<b>Very Low</b>