

| | A | C | H | I |
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| 1 | BON ACCORD CARE | | | |
| 2 | Area of Assurance | Assurance Request | ALEO Response and Hub Commentary | Hub Risk Rating |
| 3 | Governance | Assurance that all employment practices are in alignment with employment legislation, the ALEO's people policies and employment best practice. | The Hub noted that BAC utilise ACC policies which are regularly updated to reflect relevant legislation. Some further discussion on the extent of their use in BAC will be undertaken in the next round of meetings. | Low |
| 4 | | 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. | BAC advised the Hub that all business cases which are considered will now include a specific impact assessment in relation to the requirements of the Public Sector Equality Duty. 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. | Medium |
| 5 | Risk Management | 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. | BAC continues to monitor and manage organisational risk via its individual service level risk registers as reported in the previous reporting cycle. The risks and risk evaluations are presented to the relevant committees for approval whilst the Corporate Risk Register is reviewed by the Audit and Assurance committee before it is presented to the board for approval. A copy of the BAC and Finance Risk register was reviewed and provided evidence of risk updates in April 2024. BAC's confirmed that the amendments were made to the Corporate Risk Register following a board development session in December 2023. BAC risk management arrangements continue to provide assurance that risks are identified, managed and monitored appropriately. | Very Low |
| 6 | | 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. 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. | BAC provided a copy of the internal audit plan which covers FY24/25, the content of the plan has been created in conjunction with BAC's internal auditors and was agreed by the Audit and Assurance Committee. Internal audits were undertaken during FY23/24 covering Facilities, Health and Safety and BAC/ACC Payroll and no internal control failures were recorded. It was noted that audits relating to Budgetary Control, Asset Management, Schedule/Salesforce Review and Care Rota Management originally planned for FY23/24 are now scheduled for FY24/25. The Hub will follow-up this area in the next reporting cycle in addition to progress on internal audit recommendations remaining open. | Very Low |

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| 7 | | <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>Business Continuity plans have been reviewed within services. Table top exercises are being undertaken through Senior Leadership team meetings. BAC confirmed that there have no BCP activations since the last reporting cycle and that escalation processes are in place to inform ACC Duty Emergency Response Co-ordinator to provide situational awareness and/or to request support from the Council.</p> <p>The Hub will follow up on outputs from a joint table-top exercise conducted alongside ACHSCP in June 2024 in the next reporting cycle. This will exercise a response to a major incident.</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 BAC attends training session being held on 25th July by ACC to cover Risk and Resilience matters.</p> | Low |
| 8 | 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 noted that detailed budget monitoring, balance sheet and cashflow reports continue to be submitted to the BAC Board, Assurance Committee and individual Board members for review and comment. It was noted that target savings required to achieve a balanced budget are the subject of a specific agenda item at each Board meeting and progress in respect of the individual elements of those targets are submitted for review by the Board. | Low |
| 9 | | 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. | Agreement has been reached between BAC and ACHP with respect to the range and level of services to be provided by BAC and the Service Level Agreement is currently awaiting signature. The HUB has noted that BAC 's Corporate Risk Register recognises that the Business Plan/MTFP need to align with the Strategic Plan as they are key in providing sufficient resourcing to continue to support the organisation going forward. The BP/MTFP organisation is currently recognised as a high priority item and the target date for completion is September 2024, at which point it will be reviewed by the HUB. | Medium |
| 10 | | 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 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. The 2023-24 accounts are still subject to audit and will be reviewed by the Hub when that is complete. | Very Low |