

	A	C	H	I
1	SPORT ABERDEEN			
2	Area of Assurance	Assurance Request	ALEO Response and Hub Commentary	Hub Risk Rating
3	Governance	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.	<p>The Hub noted that the appointment of 3 new trustees had been completed in January 2024, with their induction process and six month probationary period now underway.</p> <p>The Hub agreed that good evidence had been presented regarding the successful implementation of a voluntary trustee-led mentoring scheme for new directors in January 2024. This scheme buddied up new directors with an existing experienced director to ease their transition as a trustee. The Hub noted that 2 of the 3 new trustees were actively engaged with the scheme and that the third trustee had extensive experience from a previous appointment to a charitable board.</p> <p>The Hub was advised that trustees had received refresher governance training with ACVO in March 2024 and continued to receive relevant briefings on areas such as legislative change and sector change.</p> <p>The Hub noted that some board and governance areas were being reviewed and refreshed as part of the company's 2024 priorities following on from the new CEO having taken up post in January 2024, and these included the governance review session, trustee training development plan and a refresh of the board skills matrix.</p> <p>The Hub agreed that a good level of assurance had been provided in these areas.</p>	Very low
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 all HR polices are reviewed by the employment adviser compliance team annually , and include a schedule of policy with review dates. This provides the required assurance and in future cycles, there will be follow up on specific policies.	Low
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.	<p>The Hub noted that a cross-company inclusion forum, led by the Director of Sport and Active Communities, has been well established for a number of years and this forum ensures that Sport Aberdeeb take an 'inclusion by design' approach to policy and service changes as well as facility developments. Board directors are involved throughout the change process and have opportunity to review and scrutinise service design and policy changes through board / committee discussion and reporting processes. Sport Aberdeen complete impact assessments where there is potential for significant impact to arise from a policy or service change . An example impact assessment produced in relation to the introduction of a new discounted access scheme in 2022 was provided.</p> <p>Sport Aberdeen intend to amend their report template before the start of the next meeting cycle to ensure that the Board's consideration/discussion of the impact of policy/service changes on protected characteristics is captured and documented appropriately.</p> <p>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.</p>	Low

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6	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.	<p>Sport Aberdeen provided a copy of the Strategic Risk Register 6 monthly review report which was provided to the Corporate Governance Committee in May. The report confirmed formal review of the Top 12 Strategic Risks and confirmed that 4 new risks had been added to the risk register since the previous review, in addition, the report also confirms the update of existing risks and the removal/closure of one risk from the register.</p> <p>The report provides evidence that Sport Aberdeen has continued to manage existing risks whilst also considering the organisations wider risk environment.</p>	Very low
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>Sport Aberdeen provided a copy of the Internal Audit update report which was provided to the Corporate Governance Committee in May. The report noted that the latest round of audits planned had been completed and that there are no overdue audit recommendations.</p> <p>A copy of the internal audit plan was also provided for review, the plan is a three-year rolling plan and provides assurance of long-term planning within this area.</p>	Very low
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>Sport Aberdeen confirmed that the Business Continuity Plan had been activated during a severe weather event in January. During the activation a text communication to all staff asking them to remain at home worked successfully and contingency cover arrangements were successfully implemented.</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 Sport Aberdeen attends training session being held on 25th July by ACC to cover Risk and Resilience matters.</p> <p>Sport Aberdeen's escalation processes includes Council involvement when appropriate. ACC officers will work with Sport Aberdeen to review the escalation criteria developed to understand where escalation is appropriate. Emergency Planning colleagues would like to take part in or review debrief documentation from this incident.</p>	Low
9	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 has reviewed the agendas and minutes of both the SA Board and its sub committees (Corporate Governance, Property and Assets and Health & Safety) and confirmed that Budget Monitoring and other finance related matters continue to be reported upon and discussed both within the organisation and by the Board.	Low

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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.	<p>The Hub noted that a draft 2024-25 budget was tabled at the 20 March 2024 Board meeting for review and approval by members. This took into account confirmed ACC funding for 2024-25. The setting of a one year Business Plan rather than a 3 year rolling plan was agreed with Aberdeen City Council. Assumptions within the Business Plan have been reviewed and are in line with current activity levels.</p> <p>Sport Aberdeen has previously advised that the challenge of one year budget settlements does impact on the ability to prepare a 3 year business plan.</p>	Medium
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 audited copies of the 2022-23 annual accounts have been submitted to Companies House and OSCR 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. The 2023-24 annual accounts are still subject to audit and will be reviewed by the Hub and reported to a future committee when this is complete.	Very low