

Item	Purpose	Hub Commentary	Risk Rating
Training and Development Programmes	Assurance on the ongoing 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.	The Hub noted that the SA Board had implemented a peer-led appraisal scheme, with evidence of the scheme provided in the submission. The scheme operated on a voluntary basis, however participation was strongly encouraged; and the Board Chair or Vice Chair would lead the process with a view to collating trustee development themes for the coming year. The Hub agreed that this provided a reasonable level of assurance.	Very Low
Governance Documentation	Assurance of ongoing 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.	<p>Health & Safety - The Hub noted that health and safety nominated persons are competent, that middle line managers are trained to a satisfactory level of health and safety and that the requirement for competence is fully understood. SA provide a full and detailed explanation of their safety management system for training updates on new legislation. Safety management control and audit process was explained and seems both suitable and sufficient for an organisation of their size.</p> <p>SA also provided an explanation on their fire risk assessment and asbestos process which are acceptable.</p>	Low
		<p>Data Protection - The Hub noted that all staff are required to undertake appropriate training annually in line with best practice. Relevant, up to date policy and procedures are in place to ensure staff are aware of how to recognise and report incidents. The Hub agreed that this provided a good level of assurance.</p>	Very Low
		<p>Public Liability and Employers' Insurance - The Hub received assurance that appropriate insurance arrangements were in place.</p>	Very Low
		<p>Cyber Security - The Hub noted that Sport Aberdeen has mature user training and awareness in place, and that their user guidance is supported with policies. The Hub takes assurances from the mature relationships Sport Aberdeen with their hosted IT management supplier, and with a specialised, independent consultancy who provide them with expertise and guidance in delivering a cyber-secure IT environment. The Hub takes note of the best-practice, defence-in-depth measures described by Sport Aberdeen, and anticipate updates on their journey to Cyber Essentials accreditation.</p> <p>The Hub recommends that SA conduct a table-top exercise for disaster recovery, working with their provider to understand what they would do if their infrastructure failed.</p>	Low
Risk and Resilience	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>SA provided a copy of the Strategic Risk Register along with the most recent report covering its formal review by the Corporate Governance Committee in November 2024.</p> <p>The report high level summary and detail on existing risks removed from the register, new risks added to the register and updates to existing risks.</p> <p>The risk register format remains unchanged since the last review and continues to provide risk related information including scoring, control measures and actions required.</p>	Very Low

Item	Purpose	Hub Commentary	Risk Rating
	<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>SA confirmed that all venues have site-specific emergency action plans (EAPs) in place which cover all potential emergency situations. These are reviewed annually or as required when there is significant change.</p> <p>The EAPs link to the organisation's critical incident management plan (CIMP) which will be activated in the event of a major incident or event, and SA undertake periodic training on this with appropriate managers.</p> <p>Any service reduction of failure is reported as soon as SA are aware the service will be interrupted and this is set up to inform the relevant operations managers, the group operations manager, the HSE Manager and the DCLO to ensure comprehensive cover and support from within the whole organisation.</p> <p>Sport Aberdeen work in conjunction with the city council's emergency planning and resilience team to support their operation across the city by having four centres designated as emergency rest centres in the event of a major incident. Most recently, Get active @ Sheddocksley was successfully activated as an emergency rest centre on 22nd July 2024 following a number of households being evacuated in the Sheddocksley area.</p> <p>All EAPs follow all current Scottish emergency services guidance and in preparation for Martyn's Law coming into law, the HSE Manager has completed Protect UK ACT awareness training and this will be rolled out to all relevant staff with building management or event management responsibilities. Please also note that within our current insurance policies, Sport Aberdeen has crisis management cover. This gives us insured access to expert support should any significant crisis occur.</p> <p>Sport Aberdeen have worked with ACC and provided information on and created mitigations to support venues in the event of Black Start or Rota Disconnection events impacting the electricity grid.</p> <p>The Hub took reasonable assurance from these arrangements however would recommend that, in the interests of ensuring sufficient resilience, SA write into their EAPs and CIMP a requirement for contact to be made with the Council's Duty Emergency Response Co-ordinator for situational awareness and internal cascade within ACC if appropriate (if it is an emergency as defined in the Civil Contingencies Act 2004 i.e. loss of life, serious injury or illness damage to property i.e. building collapse or fire, or any other incident where there might be reputational impacts for both ACC and SA).</p>	<p>Low</p>
Finance	<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 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.</p>	<p>Low</p>

Item	Purpose	Hub Commentary	Risk Rating
	<p>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>	<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>The updated version of Business Plan for 2025-26 will need to be reviewed once provided by Sport Aberdeen.</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>	<p>Medium</p>
	<p>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.</p>	<p>The Hub confirmed that audited copies of the 2023-24 annual accounts have been submitted to Companies House and OSCR within the deadline of 31 December 2024. The auditors' report identified no matters of concern and concluded that the organisation's use of the Going Concern basis of accounting was appropriate. It has been noted that there is no outstanding audit recommendation for financial year 2023-24.</p>	<p>Very Low</p>