

APPENDIX F - Bon Accord Care

Area of Assurance	Purpose	Hub Assessment	Risk Rating
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.	<p>The Hub noted that there had been no recent changes to the BAC Board structure, however discussions were currently ongoing with the Council as single-shareholder regarding the long term sustainability of BAC in the current operating environment.</p> <p>The Hub was advised that annual appraisals were ongoing for 2025/26. The Hub noted that training and development for Board members was two-fold - (1) development sessions took place quarterly, via internal Board development days, with the focus in these sessions on development of organisational strategy objectives; and (2) development for individual Board members was managed through the annual review process and tailored to the specific needs of Board members.</p> <p>The Hub agreed that this provided a reasonable level of assurance, however this was predicated on the discussions with the Council regarding the long term sustainability of BAC in the current operating environment.</p>	Low
	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.	<p>The Hub was advised that there had been no changes to Board governance documentation and policies.</p> <p>ACC provide many of the technical controls which secure the BAC infrastructure, and work closely with our BAC counterparts to share good governance and awareness. The expanded information systems team gives confidence that BAC are prioritising the management and governance of their own systems, and the expansion of user training is also positive. It would be helpful to receive assurance that business continuity and disaster recovery plans are in place, should access to digital tools be lost, and that supply chain cybersecurity is being managed effectively.</p>	Low

Risk Management	<p>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>	<p>BAC provided copies of the Clinical Risk Register, People and Performance Risk Register, Financial Risk Register, and Corporate Risk Register for review. The format of these risk registers has not changed since the Hub's previous review. Documentation confirming recent reviews was submitted for each register. Additionally, all risk registers are reviewed by the respective BAC committees, with each register included as a scheduled agenda item. Copies of committee agendas were supplied to the Hub as further evidence of these reviews.</p> <p>BAC provided an updated copy of the Risk Management Policy, revised in August to include audit recommendations from Henderson and Logie. The policy clearly outlines roles, accountabilities, supporting processes, and documentation.</p> <p>A copy of the Organisational Risk Identification and Control Process was also provided. This procedural document complements the Risk Management Policy by offering staff comprehensive guidance on hazard identification and risk assessment.</p>	<p>Very Low</p>
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	<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>Bon Accord Care confirmed that no Business Continuity Plan (BCP) activations were reported or recorded within the Bon Accord Care system during the 2024/2025 operational period.</p> <p>Regular reviews of Business Continuity Plans are conducted to confirm that they are prepared and remain aligned with potential risks that may impact operations.</p> <p>The Hub noted that Bon Accord Care confirmed that a flooding incident took place at its Hub. Although this did not necessitate formal activation of the Business Continuity Plan (BCP), retrospective documentation may be prepared to ensure the event is recorded for future reference and organisational learning. The Hub recommends conducting a retrospective review and will assess any subsequent actions or required activities during the next reporting cycle.</p> <p>In the event of a BCP activation, an establish escalation process for notifying Aberdeen City Council ensures that:</p> <ul style="list-style-type: none"> - Timely communication for situational awareness. - Coordination of support where required. - Documentation and reporting of the incident and response actions. <p>BAC also provided a copy of their Terrorism Threat Risk Assessment and evidence of the integration of the Protect duty into their Emergency Response Plan.</p>	Low
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 detailed budget monitoring reports and balance sheet reports are being regularly submitted to the BAC Board for their review and feedback.	Low
	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.	The Hub noted that BAC currently has no formal business plan or medium term financial plan in place. Work has commenced on a medium term financial plan covering 2025-26 to 2027-28 and this is scheduled to be finalised by 31 October 2025.	Medium

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 2024-25 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.

Very Low