	A	B	C	D	E	F	G	H	I
1	**Area of Assurance**	**Item**	**Purpose**	**TOR**	**Aberdeen Heat and Power**	**Aberdeen Performing Arts**	**Aberdeen Sports Village**	**Bon Accord Care**	**Sport Aberdeen**
2	**Governance**	Training and Development Programmes	Assurance on training and development of Board members including any changes to Board stucture, rationale for any structure changes, and training plans for Board members.	15(e) 16	June	June	June	June	June
3		Policies	Assurance that key policies are in place with a review schedule in place, and that policies are developed using a risk-based approach.	12 €	june	june	june	june	june
4		Governance Documentation	Assurance that all governance documentation is regularly reviewed and supports the organisation's governance framework. The following are examples of documents which may be requested: - Delegated powers - Codes of Conduct - Procurement Regulations	15	December	December	December	December	December
5	**Risk Management**	Risk Register	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 a short written summary of the risks which have been escalated, de-escalated or added as a new risk, rather than through provision of the risk register.	13(b)	December	December	December	December	December
6		Risk Appetite	Assurance that ALEOs are actively considering risk appetite in their decision making.	13(d)	December	December	December	December	December
7		Internal and External Audit	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.	13(f)	June	June	June	June	June
8		Resilience	Assurance that appropriate business continuity arrangements are in place including testing and exercising arrangements or schedulres; 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)	13(e)	December	December	December	December	December
9	**Finance**	Quarterly Trading Accounts	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.	14	June December	June December	June December	June December	June December
10		Medium-Term Financial Planning and Financial Resilience	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.	14	June December	June December	June December	June December	June December
11		Audited Annual Accounts 2019-20	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.	14	December	December	June December	December	December