

Area of Assurance	Assurance Request	ALEO Response and Hub Commentary	Hub Risk Rating
<b>Governance</b>	Assurance on the on-going training and development of Board members including any changes to Board structure, rationale for any structure changes, and training plans for Board members.	<p>The Hub noted the comprehensive response from Sport Aberdeen which covered a number of different areas and provided a strong level of assurance. With regard to recruitment, the trustee induction and onboarding training manual had been updated during 2022/23 alongside the latest guidance from OSCR, and this had been prepared in time for the appointment of four new trustees who joined the board during the year. The Hub noted further detail regarding the recruitment process including the recruitment pack. A skills matrix for the Board had also been received which had been updated in 2023.</p> <p>The Hub noted that the Sport Aberdeen Board regularly reviewed its meeting requirements and focus for the business that its committees would undertake during the year and this included reviewing and agreeing committee terms of reference and forward planning.</p> <p>With regard to personal development, the Hub noted that all trustees were offered the opportunity to participate in events and conferences relevant to the leisure and trust sector and there was an option to engage with internal workshop style forums that allowed trustees to provide input on their professional experience and expertise and this had been a key outcome of a previous training and review day. The Hub noted that the Board would participate in a governance review training day during 2023/24 which would focus on the seven principles of charity governance and would be run with support from the Chartered Governance Institute. The Hub agreed to request an update on the outcome of the training day once it had taken place.</p>	<b>Very Low</b>
	Assurance that the board has clear policies and procedures for its members to ensure that potential conflicts of interests are identified, declared and acted upon.	The Hub noted the response from Sport Aberdeen that the process for declaring interests was regulated by OSCR, and that as part of the registration of trustees, there was a requirement to complete a registration of directors' interests which had been submitted. The Hub noted that the register was reviewed annually at the first Board meeting of the calendar year. Furthermore, the Hub was advised that each meeting of the Board and committees, there was a standing agenda item seeking any declarations of interest against any of the meeting business. The Hub agreed that this provided a good level of assurance.	<b>Very Low</b>
	Assurance that ALEOs articles of association are clear, remain up-to-date, and reflective of how the ALEO functions and operates.	<p>The Hub noted that the next review of Sport Aberdeen's data protection policy was not due until June 2023 when it would be presented to the Board. Privacy notices continued to be reviewed regularly. The Hub agreed to request an update at its next meeting following the review of the data protection policy.</p> <p>The Hub noted the updated complaints procedure which had been submitted and agreed that it provided a good level of assurance - the procedure was easy to read and user friendly.</p>	<b>Very Low</b>

<b>Risk Management</b>	<p>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>	<p><u>Risk Environment</u></p> <p>SA provided a copy of the Strategic Risk register which continues to be reviewed on a 6 monthly basis (last reviewed in March) The register records the "top 12" risk identified by the organisation. The risk register forms a key element of SA risk management arrangements and the hub noted that a revised risk management strategy had been adopted following some recommendations from SA's internal auditors.</p> <p>The risk register format remains unchanged since the last review and sets out the risk, risk score/rating based upon likelihood and severity and details the control measures identified to reduce the risk rating/score to an acceptable level.</p> <p>The Hub noted the addition of a reputational risk around operational impacts resulting from savings and efficiencies (Bucksburn Pool, Beach) and the removal of a risk associated with NI increases. Other risks added, removed and updated were detailed within the Board of Directors report 6 monthly risk register review report which was provided for review.</p> <p><u>Risk Appetite Consideration</u></p> <p>SA provided a copy of a Corporate Governance Committee Report which included consideration of risk appetite in section 8.2.</p> <p><u>Business Continuity</u></p> <p>SA confirmed that the improvement actions identified from previous plan testing had been successfully implemented. They also confirmed further testing of the plan in March 2023 using a severe weather scenario. The implementation of the previous plan testing actions and further testing in March provides the Hub with continued assurance of SA BCP arrangements.</p>	<b>Very Low</b>
	<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>SA confirmed that there were no material audit findings raised from the three internal audits completed during the last 12 months.</p> <p>A draft copy of the 2023/24 Internal Audit plan dated May 2023 was provided to the Hub for review and the Hub will review progress on plan delivery and outcomes.</p>	<b>Very Low</b>
<b>Finance</b>	<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>Budget Monitoring Reports continue to form part of Board meeting agendas for review by Board members, including additional financial items where necessary. The organisation continues to operate within a challenging financial environment and seeks to mitigate or take action to reduce the financial risk to the organisation. The Hub has noted that a judicial review of the decision to close the Bucksburn pool to meet the budget envelope has commenced.</p>	<b>Low</b>
	<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 one year Business Plan has been produced for 2023-24 which has been approved by the Board. 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 advise that the challenge of one year budget settlements does impact on the ability to prepare a 3 year business plan.</p>	<b>Medium</b>

<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 the 2021-22 annual accounts were submitted to Companies House and OSCR 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.</p> <p>The 2023-24 accounts are still subject to audit and will be reviewed when that is complete.</p>	<p><b>Low</b></p>
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