

Appendix E - Aberdeen Sports Village

Area of Assurance	Assurance Request	ALEO Response and Hub Commentary	Hub Risk Rating
Governance	<p>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.</p> <p>Specifically, please provide:</p> <p>Update on progress with the recommendations of the Board review.</p> <p>Update on DPO action plan.</p> <p>Confirmation of scheduling of reviews of governance documentation including policies. Short written summary is sufficient.</p>	<p>The Hub noted the outcome of the ASV Board review which had been presented to the Board in April 2023. Five recommendations had been made which the Executive Team/Chair had been asked to progress over the next 12 months. These were (1) ASV policies; (2) Board Training; (3) Board and Board Member Appraisal; (4) Equality, Diversity and Inclusion; and (5) Other. The Hub noted that ASV's Chief Executive would report back on progress with all of the recommendations at the March 2024 Board meeting, and this would therefore come back to the Hub for June 2024.</p> <p>With regard to ASV policies, the Hub was assured by the detail contained within the relevant recommendation, e.g. that a library of policies was to be created with a clear calendar for when each policy should be reviewed by the executive team.</p> <p>With regard to the DPO action plan, the Hub noted that no update appeared to have been provided and agreed to request an update by way of follow-up.</p>	Very 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>Specifically, please provide:</p> <p>Evidence of risk appetite being taken into consideration during decision making.</p> <p>Progress with Quest improvement plan.</p> <p>Please provide copy of risk register including confirmation of when this was last reviewed by Board.</p> <p>Assurance that appropriate business continuity arrangements are in place, including testing and exercising arrangements or schedules 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).</p> <p>Specifically, please provide:</p> <p>Updates on progress with implementing Protect duty and preparations for OC6/RLD prior to Winter.</p> <p>Update on BCP activations, testing of plans, since the last cycle.</p>	<p>ASV provided a copy of the risk register that was reviewed at the board meeting in October 2023. The risk register format remains unchanged with clear risk categorisation which provides an overview of ASV's current risk environment. The register also includes risk scoring and summary of controls/response in place or underway to mitigate the risk. New risks added to the register are also clearly identified.</p> <p>The Hub was provided with a copy of the Quest Improvement Action Planner. The plan sets out the activities identified which are grouped by a themes including (but not limited to); tackling inequalities, customer journey, operational management, compliance, programming for all, event management etc.</p> <p>Task leads have been allocated to each task along with a target completion date. In summary, the action plan evidences that progress is clearly underway in this area with completed tasks being identified. The Hub will follow up further progress in the next reporting cycle.</p> <p>ASV attended the Council's rest centre training event in October. The output from this event will be used to inform updates to existing BCP's to support the Council and the City with emergency planning and response.</p> <p>ASV have continued progress staff training and development in relation to Protect duties with 30 ASV staffing having completed e-learning courses on Action Counters Terrorism (ACT) in addition to the Director of service having completed Home Office e-learning courses on "Prevent Awareness" and "Prevent Referrals"</p> <p>ASV confirmed that OC6/RLD is incorporated into Critical Incident Management Plans.</p> <p>The Hub will follow up BCP testing and activations in the next reporting cycle.</p>	Very 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.

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.

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 noted that the ASV Board continue to be provided with detailed budget monitoring and forecasts, as well as updates on specific actions in relation to cost mitigation and Income Generation.

The Hub has confirmed that a 3 Year Business Plan has been signed off by the ASV Board and that the assumptions contained within the Business Plan are reasonable. ASV continue to operate within a challenging financial environment. It should be noted that ASV provide regular monitoring reports to the Board alongside specific reports on various financial aspects, providing updates on progress on cost mitigation as well as benchmarking in relation to prices, attendance and Income generation.

The Hub noted that ASV's financial year end is 31 July 2023. The annual accounts are scheduled to be signed off by the ASV Board in December 2023. The audited accounts will be reported upon within a future Hub report once they have been lodged with Companies House and OSCR. The Hub did note that updated information covering the final year end position were included within the recent Board papers for review by the Board, as part of the normal monitoring process.

Very Low
Medium
Low