

Appendix F - Bon Accord Care

Area of Assurance	Assurance Request	ALEO Response and Hub Commentary	Hub Risk Rating
<b>Governance</b>	<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>BAC Handbook - Data Protection</p> <p>Copy of updated Complaints and Compliments Procedure</p> <p>Confirmation of scheduling of reviews of governance documentation including policies. Short written summary is sufficient.</p>	<p>The Hub noted that the BAC Board had undertaken a review of its Corporate Governance and where changes had been required these had been implemented following approval by the Board. The latest version of the handbook had been provided and the Hub agreed that this provided a good level of assurance. The Hub further noted that as part of the annual assurance process, each of BAC's committees had reviewed their Terms of Reference within the last 12 months.</p> <p>The Hub agreed that the update regarding BAC's Policy Review Group provided a good level of assurance and noted its Terms of Reference. The Group met on a monthly basis and was responsible for reviewing and updating policy as and when required. The Hub noted that in accordance with BAC's Delegation of Authority Matrix, approval for policy changes were made by the Managing Director or Finance Director, however certain policies (e.g. Health and Safety and Risk Management) required full Board approval. The Hub had also been provided with the latest versions of the Data Protection Policy, Compliments and Complaints Policy and Risk Management Policy.</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, 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>Please provide copy of risk register including confirmation of when this was last reviewed by Board including any outputs</p>	<p>BAC continues to develop the well-established risk management arrangements in place. The Corporate Risk Policy was updated and presented to the Board along with the Corporate Risk Register in August.</p> <p>Individual risk registers were also reviewed by the relevant BAC committees as follows:</p> <ul style="list-style-type: none"> <li>- Clinical Risk Register - presented to our BAC Clinical Care and Professional Governance Committee on 4 August 2023</li> <li>- People Risk Register - presented to our BAC People Governance Committee on 4 August 2023</li> <li>- Financial Risk Register - presented to BAC Audit and Assurance Committee on 18 August 2023</li> </ul> <p>Copies of the risk registers were provided in addition to the covering report for the Corporate Risk Register review provided to the BAC board. The report provides an updated summary assessment of each risk in addition to noting new risks added to the register since it was last reviewed.</p>	<b>Very Low</b>

	<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>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>BAC continue to develop and implement Protect Duty and this has been incorporated into the BAC eLearning course "Prevent strategy" which all staff are required to complete.</p> <p>A copy of the new Planned Power Outages Business Continuity Plan (BCP) was provided, this document provides staff with an overview of how, when and why the plan would be used. The risks identified have been included and grouped by thematic areas along with the controls and outcomes required. The plan has been rolled out to all BAC Managers and is supported by a guide and an information document.</p> <p>BAC confirmed that services have continued to undertake a review/test of their BCP's every six months. BAC will conduct a desktop exercise using the Corporate BCP in December and this will involve BAC staff and representatives from both ACC and the Health and Social Care Partnership.</p> <p>The Hub will follow up on the outputs from the desktop exercise in the next reporting cycle.</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>The Hub noted that detailed budget monitoring updates reports continue to be submitted to the BAC Board, Assurance Committee and individual Board members for review and comment. It was noted that target savings required to achieve a balanced budget are the subject of a specific agenda item at each Board meeting.</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 has confirmed that BAC continue to work to the previously agreed budget and have also noted that BAC continue to review budget assumptions and are taking steps to mitigate additional costs in order to achieve a balanced budget for 2023-24, but the achievement of savings in the current financial environment without knowledge of the final pay award cost is challenging.</p> <p>The greatest challenge within the budget at this time is in respect of the final pay award for 2023-24. While BAC have made assumptions around the cost of the potential wage uplift, there are a significant number of lower graded staff employed by BAC. National wage negotiations are likely to give a greater annual uplift to such staff groupings in recognition that they are amongst the lower paid. BAC are working to mitigate any identified areas of increased costs or budget variance and have been reporting these to their Board regularly.</p> <p>Discussions continue in respect of the new Service Level Agreement with Aberdeen's Health and Social Care Partnership commencing financial year 2024-25 which will allow BAC to agree its service provision for each service and update its Medium Term Financial Plan accordingly. BAC has identified significant increasing demand for its services plus higher levels of complex cases as well as changes in acute versus community based care due to demand being placed on the NHS.</p> <p>The risk rating has been increased from Medium to Medium-High to reflect the challenge around savings targets to be achieved and the final cost of the pay award, yet to be confirmed.</p>	<b>Medium - High</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 2023-24 annual accounts will be reported upon within a future Hub report when they have been lodged with Companies House. This will allow the Hub to confirm the auditors have raised no concerns and the accounts are lodged within the required timescales. Board papers indicate the Board has received updates on the 2022-23 year end position.</p>	<b>Low</b>