

Appendix H - Sport Aberdeen

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 updates on training day outcomes and Data Protection Policy.</p>	<p>The Hub noted the update with regard to training day outcomes. A board governance review day was scheduled for the last quarter of 2023/24 which was to coincide with the appointment of new trustees who were expected to take up appointment in November and December. The recruitment process for the vacant board director positions had been very positive with a strong response and the skills matrix and the trustee role description had been refreshed as part of the process. The Hub agreed that this provided a good level of assurance and looked forward to the next update in June 2024 with the outputs from the governance review day and following appointments having been made to the board.</p> <p>With regard to data protection, the Hub noted that Sport Aberdeen continued to take a robust approach to all aspects of data protection and an overarching review of the Data Protection Policy was undertaken on a three-year cycle, with the last review having been undertaken in May 2022. Regular updates are reported to the Board or the Corporate Governance Committee by the Data Protection Officer, with the most recent updates to be presented to the Corporate Governance Committee in November. Privacy notices continue to be monitored and updated on an ongoing basis and data protection impact assessments are completed where necessary. The Hub noted that recent examples of privacy notices and data protection impact assessments had been provided, as well as the Data Protection Policy itself.</p> <p>The Hub noted that Sport Aberdeen had a robust schedule for reviewing all governance documentation and policies which was overseen by the Director of Finance and Corporate Services. The latest version of the schedule had been provided and the Hub agreed that this</p>	<p>Very Low</p>
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>Please provide copy of risk register including confirmation of when this was last reviewed by Board and any outputs.</p>	<p>Sport Aberdeen provided a copy of the Strategic Risk Register which is reviewed every six months with the next review due by the Corporate Governance Committee in November along with the Risk Management Policy and the Risk Appetite Statement.</p> <p>The risk register format remains unchanged since the last review and retains focus on the "top 12" risks identified by the organisation.</p> <p>The Hub will follow up on the Risk Management Policy and Risk Appetite review in the next reporting cycle.</p>	<p>Very Low</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)

Specifically please provide:

Updates on progress with implementing Protect duty and preparations for OC6/RLD prior to Winter.

Update on BCP activations, testing of plans, since the last cycle.

Sport Aberdeen have been preparing for the introduction of new legislation (Martyn's Law) in late 2023/early 2024. Planning and preparation is underway to:

- Update existing emergency action plans to reflect the final published guidance for venues which fall into 'Standard Tier' category.
- Finalise additional risk assessments, staff training and security planning for the Linx Ice Arena (which will be subject to 'Enhanced Tier' rules for large scale ice hockey and skating events) once requirements are confirmed.
- Key staff to undertake Action Counters Terrorism (ACT) training once requirements are fully confirmed.

A special briefing on the new legislation was attended by all members of the extended leadership team, this forum provided an opportunity for the team to discuss and consider the implications arising from the new legislation.

Sport Aberdeen provided a copy of the Power Outages, RLD and OC6 action plan which was created late 2022 following the scenario planning exercise provided by the Council. The plan is scheduled to be reviewed by the operational management team and Business Continuity Team to identify and update as necessary.

The extended leadership management team attended an ISO23001 training course on Business Continuity systems in order to support a refresh of BC planning system and information.

SA advised that they activated Business Continuity arrangements on 19th October in response to Storm Babet, initially the activation covered HQ staff living out with the City before becoming a companywide activation as the incident developed.

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.

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 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.

Sport Aberdeen advise that the challenge of one year budget settlements does impact on the ability to prepare a 3 year business plan.

The Hub confirmed that the 2022-23 annual accounts were submitted to Companies House and OSCR by the required deadline. As Companies House has not yet uploaded a copy of the final audited accounts, these will be reviewed when that is complete as the Hub needs to review the final accounts and ensure the auditors have not raised any concerns. The Hub did note that the Board have been receiving updates on the year end position as part of the normal Board paper agenda.

Low

Medium

Low