

Area of Assurance	Purpose	Hub Commentary	Risk Rating
Governance	Assurance on the on-going training and development of Board members including any changes to Board structure, rationale for any structure changes, training plans for Board members, procedures around conflicts of interest.	<p>The Hub noted the presentation which had been submitted regarding the 5 key recommendations from the Board Review in 2023, which covered (1) policies; (2) training; (3) board and board member appraisals; (4) equality, diversity and inclusion; and (5) other.</p> <p>With regard to the current situation, the Hub noted that a new Chair and two new Board members had been confirmed at the Board meeting on 27 September. A training session for Board members was due to take place on 15 November with regard to Board Governance and responsibilities. The Hub agreed that this provided a good level of assurance.</p>	Very Low
	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 and should include reference to information governance, health and safety governance, public liability and employer's liability insurance and cyber governance.	<p>Health & Safety - DoS and two senior managers are trained to NEBOSH certificate level. With regards to staff training, checking controls, compliance, ASV follow the Royal Life Saving Society (RLSS) framework for all operational assistants, lifeguards, team supervisors, etc, as it is best practice within the leisure industry. Trainer Assessors are trained and employed by ASV to perform staff training and robust processes are in place to ensure that all staff adhere to the minimum hours required to keep qualifications live and active (2 hours minimum per month). All documentation and records are regularly externally verified. ASV use an external third party to perform a full H&S audit every 2 years as well as undertake the Quest quality assurance scheme. There are regular checks and audits performed by University of Aberdeen via the monitoring group and Head of H&S on our practices, processes, policies, procedures, staff training, controls and compliance measures.</p> <p>Public and employer liability certificates were supplied and provide the required assurance.</p>	Low
		<p>Data Protection - The Hub noted that all staff are required to undertake appropriate training annually in line with best practice. Relevant, up to date policy and draft procedures are in place to ensure staff are aware of how to recognise and report incidents. The Hub recommends that Aberdeen Sports Village formalise the draft procedures and ensure these are available to all staff. The Hub agreed that this provided a good level of assurance.</p>	Low
		<p>Cyber Security - The Hub noted that the Governance documentation demonstrates good understanding of requirements of information security, with cyber security technologies provided through the University of Aberdeen. The Hub will follow up on the benefits of a high-level plan for the implementation of user training and awareness to ensure that it is implemented as soon as possible to mitigate user risk and will follow this up in future cycles. Cyber incidents including loss of systems are listed within the ASV business continuity plans and considered part of the ASV critical incident management processes. ASV also have additional security through a service level agreement with the UoA for management of our IT requirements. The University of Aberdeen have a Information Security Management System and SOC. The University have a robust set of policies and policy zone that ASV also adopt.</p>	Low

Risk Management	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.	ASV provided a copy of the risk register in addition to the Risk Report which was included within the September 2024 Board pack. The risk register format remains consistent with previous reviews 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.	Very Low
	Assurance that arrangements are in place for internal and external auditing.	This will be followed up with ASV in the next cycle.	Low
	Assurance that emergency plans/major incident plans and processes and appropriate business continuity arrangements are in place. Assurance that testing and exercising arrangements or schedules are in place 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), in particular in respect of the Prevent and Protect duties.	ASV confirmed that there have been no live activations of Business Continuity or Incident Plans since the last reporting cycle.	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.	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. Board minutes confirm members take the opportunity to raise questions and make suggestions in relation to Finance related matters.	Very Low
	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.	3 Years Plan Forecast 24-27 has been provided. It made reference to changes in funding and scrutinising cost drivers. Board minutes indicate some discussion has already taken place at Officer and Board level around future funding levels. 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 updated on progress on cost mitigation as well as benchmarking in relation to prices, attendance and income generation.	Medium
	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 confirmed that the 2022-23 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. ASV's financial year is to 31 July and the 2023/24 accounts will be reviewed by the Hub when the audit of these is complete.	Very Low