

Area of Assurance	Purpose	Hub Commentary	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, training plans for Board members, procedures around conflicts of interest.	<p>The Hub noted that BAC had appointed a new Managing Director (MD), with Dr Lou Henderson having officially started on 1 July 2024, taking over from the Interim MD who had been in post for four months. In addition, another board member (and Chair of the Audit &amp; Assurance Committee) had retired and had been replaced in both roles following a stringent recruitment process.</p> <p>The Hub was advised that Board members are appraised on an annual basis by the Board Chair, and the Chair was appraised by ACC's Chief Executive. A skills assessment questionnaire required to be completed in advance of each appraisal which established any gaps in skills or areas requiring progression. The Hub noted that development days took place on a quarterly basis, with details provided. The Hub noted that BAC's Non Executive Directors had a significant amount of sector and Board level experience.</p> <p>The Hub noted that a tracker was in place to record the dates of each Board and Committee related activity. The Hub agreed that the update provided a high level of assurance.</p>	<b>Very Low</b>
	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><b>Health &amp; Safety</b> - The Hub notes that BAC has a named competent person for Health and Safety with sufficient qualifications and experience to hold that role. It is noted that the supplied Health and Safety Policy only contains the first of 3 elements required in a suitable policy, i.e. there is a compliant statement of intent. It is recommended that it would be prudent to receive a copy of the other two elements of the policy namely the responsibilities and arrangements for Health and Safety. This will be followed up. It was also noted that health and safety is an agenda item at Board level and discussed in an acceptable level of detail. There is an explanation of the higher level of the safety management system however it would be useful to have a more granular explanation of how this works with regard to risk assessment, and staff training particularly where they have noted a use of agency staff at a reasonable level. BAC demonstrate a clear understanding and ability to carry out the legal responsibilities for health and safety but will be asked to provide fuller detail on compliance.</p> <p>Public and employer liability certificates were supplied and provide the required assurance.</p> <p><b>Cyber Security</b> - To be reviewed in the next cycle.</p> <p><b>Data Protection</b> - The Hub noted that all staff are required to undertake appropriate data protection training annually in line with best practice. Relevant, up to date policy and procedures are in place to ensure staff are aware of how to recognise and report incidents. The Hub agreed that this provided a good level of assurance.</p>	<b>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>The Hub continues to receive assurance of BAC risk management arrangements:</p> <p>The Corporate Risk register continues to be reviewed by the Audit and Assurance Committee and approved at every BAC Board meeting prior to approval at each BAC Board meeting.</p> <p>Service Managers and Senior Leadership Team members continue to review their risk registers, with individual risk registers presented for review and approval as follows:</p> <p>Clinical Risk Register - presented at every Clinical and Governance Committee, being approved at Committee.</p> <p>Staffing Risk Register - presented at every People Governance Committee, being approved at Committee</p> <p>Financial Risk Register - presented at every Audit and Assurance Committee, being approved at Committee.</p> <p>A copy of the Risk Register report issued to the Board in in July was provided to the Hub. This report provided the Board with an overview of the Corporate Risk Register including a summary on existing risk assessment</p>	<b>Very Low</b>
	<p>Assurance that arrangements are in place for internal and external auditing.</p>	<p>The Hub noted that the Budgetary Control, Asset Management and Payroll internal audits had been undertaken in May/June 2024 and presented to the July Audit and Assurance Committee</p> <p>BAC are still working on improvements to their Skedulo/Salesforce and Rota Management systems so have agreed to defer these Internal Audits. BAC will revisit the timing of these audits with Henderson Loggie when it is felt appropriate. Other audits in respect of FY24/25 have been diarised.</p> <p>Work on closing out previous actions is ongoing as per the individual recommendations/timetable. The BAC ELT now have a tracker that is tracking progress against all previously raised Internal audit recommendations. This is allowing visibility over progress and ensuring that the pace of actioning recommendations is maintained.</p>	<b>Low</b>
	<p>Assurance that emergency plans/major incident plans and processes and appropriate business continuity arrangements are in place.</p> <p>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.</p>	<p>BAC confirmed that following on from the collaborative session with ACC / Police / SFRS / Housing / Partnership and NHS, an aligned set of standards are being developed to align BAC emergency response processes with the Council's processes.</p> <p>A further table top exercise involving BAC, the Council and partner organisations will be conducted in November 2024. This will be focused on winter preparedness.</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, balance sheet and cashflow 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 acheive a balanced budget are the subject of a specific agenda item at each Board meeting and progress in respect of the individual elements of those targets are submitted for review by the Board.</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>Agreement has been reached between BAC and with ACHSCP respect to the range and level of services to be provided by BAC and the Service Level Agreement is now signed. The HUB has noted that BAC 's Corporate Risk Register recognises that the Business Plan/MTFP need to align with the Strategic Plan as they are key in providing sufficient resourcing ito continue to suppor the organisation going forward. The BP/MTFP organisation is currently recognised as a high priority item and the target date for completin is September 2024, at which point it will be reviewed by the HUB.</p>	<p><b>Medium</b></p>
<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 2022-23 annual accounts were submitted to Companies House 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. External Audit recomendation for 2022-23 were carried forward and to be worked on 2024-25. The 2023-24 accounts are still subject to audit and will be reviewed by the Hub when that is complete.</p>	<p><b>Very Low</b></p>