

Assurance Map

Governance

Corporate Risk Register Risks:

1. **Civil Contingencies** - Risk of non-compliance with the Council's responsibilities as a Category 1 responder under the civil contingencies legislation and guidance
2. **Health & Safety Compliance** - Risk of non-compliance with Health and Safety legislation and practices resulting in harm to the workforce and/or members of the public

Cluster Risk Register Risk:

1. **Legal Services Income** - Risk that Legal Services Income is impacted due to Covid-19 and Inflation pressures

First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Mandatory health and safety training requirements included in training needs analyses for Clusters • Trained and qualified staff • Training and exercising plan for DERCs, Tactical Leads, ALEOs and operational staff on the components of emergency response. • Risk assessments and project risk registers • RIDDOR reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) • Investigations into incidents and breaches of H&S policy or legislation. • Protocols, Plans & Guidance to implement policies • Protest Management Plan • Duty Emergency Response Coordinators (DERCs) 	<ul style="list-style-type: none"> • CMT Boards • Council Committees • Corporate Management Team • Scheme of Governance • Local Code of Corporate Governance • Annual Governance Statement • Risk Appetite Statement • Risk Registers • Legislation and Consultation Trackers • Risk Horizon Scanning Tracker • Generic Emergency Plan and Activation Packs • Fulltime EPR&C Lead and Officer post • DERC, UDERC and Tactical Lead rota • Resilience Hub including DERC Handbook and Materials and regular updates, including for UNICORN 	<ul style="list-style-type: none"> • Health and Safety Executive • Scottish Fire and Rescue Service Audits • Care Inspectorate inspections • Education Scotland inspections • Traffic Commissioner Scotland • External Audit • North Regional Resilience Partnership • Grampian Local Resilience Partnership (GLRP) and GLRP Working Group • GLRP P&J Liaison Group • Local Authority Resilience Group Scotland (LARGS) • North East CONTEST Multi-Agency Group • Information Commissioner's Office (regarding data protection)

<ul style="list-style-type: none"> • Tactical Leads to support DERCs with emergency response • Housing and Flooding rotas to support emergency response • RCC, with Page One process to support emergency activation of DERC. • Additional Tactical Leads matching DERC numbers (11 of each) • Tactical Lead buddy system • Business Continuity Plan for Governance • Civil Contingency Incident De-Briefs • Corporate Procedure: CCTV • Bond Governance Protocol • Implementation of a Radio system across City Centre ACC buildings for managing security incidents and response. • Representation from across ACC emergency response team members at the monthly Bridge Calls arranged by Police Scotland Crime and Counter Terrorism Unit. Covering all CONTEST strands updates, training opportunities and awareness raising • Community Resilience Groups (Bridge of Don/Danestone, Culter, Culter, Milltimber & Bieldside) 	<ul style="list-style-type: none"> • DERC, UDERC and Tactical Lead Training Materials • Resilience huddles across three Grampian local authorities including Scottish Govt rep. • Reception Centre Handbook including ALEO support • SCORDS Training Hub (Scottish Resilience Development Service) • Community Resilience Framework • ALEO Assurance Hub • Committee Effectiveness Reports • Revised Corporate H&S Policy approved by Staff Governance Committee including inventory of H&S procedures. • Process for approval of H&S procedures (CO-G approves corporate, relevant CO approves Cluster specific). • H&S Management System setting out roles and responsibilities • Document management system detailing corporate and local H&S procedures and documents, including review dates and responsible officers. • First Aid training and E-Learning including: Intro to health and safety, Fire safety, Managing Safety, Manual Handling, asbestos awareness, Fire Marshall and warden responsibilities, working at height, displayscreen equipment. • Face to face H&S training sessions on: risk assessment, lone working, COSHH risk assessment, Investigation, Incident reporting • Guidance on incident and near miss reporting. • Asbestos Working Group Terms of Reference, to monitor actions arising from breaches or HSE interventions. • Reporting to external bodies (HSE, Scottish Fire and Rescue Service and the Care Inspectorate) • Risk Assessment Guidance and templates (including COVID-19) • Compliance checks for COVID-19 risk assessments • Process for COVID-19 individual risk assessments • Guidance on homeworking during COVID-19 	<ul style="list-style-type: none"> • Office of the Scottish Information Commissioner (regarding freedom of information) • Investigatory Powers Commissioner's Office • Credit Rating Agency • Accounts Commission • Audit Scotland • CIPFA • Standards Commission for Scotland • Commission for Ethical Standards in Public Life in Scotland • Law Society of Scotland • Office of the Scottish Charity Regulator (relevant where ACC itself is a charity trustee) • Financial Conduct Authority (regarding Stock Exchange bonds) • External competent bodies (regarding statutory inspection of plant and equipment) • Electoral Commission • Electoral Management Board for Scotland • Internal Audit – Corporate Health and Safety – November 2022
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	<ul style="list-style-type: none">• Process for review of Scottish Government guidance on COVID-19 to update internal guidance• Trades Union/Director Group• Health and Safety Trade Union meeting• Commissioning, Customer, Resources and Trades Unions Health and Safety Group• Operations and Trade Unions Health and Safety Group• Information Governance Group• Public Protection Committee• Risk Management Policy• Business Continuity Policy• International Twinning Grant Criteria Policy• Appointment of Elected Members to Outside Bodies Policy• Licensing Policies• Licensing Committee• Licensing Board• Organisational Resilience Group• Business Continuity Sub-Group• Policy Group• Occupational Health Provider	
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