

| Assurance Map                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Governance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Corporate Risk Register Risks:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"> <li><b>Civil Contingencies</b> - Risk of non-compliance with the Council's responsibilities as a Category 1 responder under the civil contingencies legislation and guidance</li> <li><b>Health &amp; Safety Compliance</b> - Risk of non-compliance with Health and Safety legislation and practices resulting in harm to the workforce and/or members of the public</li> </ol>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Cluster Risk Register Risks (Reported to Communities, Housing and Public Protection Committee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"> <li><b>Loss of UKAS Accreditation</b> – Risk of The Laboratory losing, temporarily, its external UKAS accreditation.</li> <li><b>Non-Compliance - Interventions / Food Law Code of Practice</b> – The Risk of non-compliance with Interventions/Food Law code of practice due to lack of qualified officers.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| First Line of Defence<br>(Do-ers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Second Line of Defence<br>(Helpers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Third Line of Defence<br>(Checkers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>Mandatory health and safety training requirements included in training needs analyses for Clusters</li> <li>Trained and qualified staff</li> <li>Training and exercising plan for DERCS, Council Incident Officers, ALEOs and operational staff on the components of emergency response.</li> <li>Risk assessments and project risk registers</li> <li>RIDDOR reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</li> <li>Investigations into incidents and breaches of H&amp;S policy or legislation.</li> <li>Protocols, Plans &amp; Guidance to implement policies</li> <li>Protest Management Plans and procedures</li> <li>Duty Emergency Response Coordinators (DERCS)</li> </ul> | <ul style="list-style-type: none"> <li>CMT Boards</li> <li>Council Committees</li> <li>Corporate Management Team</li> <li>Scheme of Governance</li> <li>Local Code of Corporate Governance</li> <li>Annual Governance Statement</li> <li>Risk Appetite Statement</li> <li>Risk Registers</li> <li>Legislation and Consultation Trackers</li> <li>Risk Horizon Scanning Tracker</li> <li>Generic Emergency Plan and Activation Packs</li> <li>Fulltime EPR&amp;C Lead and Officer post</li> <li>DERC, Council Incident Officer and Support Centre Manager rota</li> <li>Cadre of trained volunteer ACC Loggists</li> </ul> | <ul style="list-style-type: none"> <li>Health and Safety Executive</li> <li>Scottish Fire and Rescue Service Audits</li> <li>Care Inspectorate inspections</li> <li>Education Scotland inspections</li> <li>Traffic Commissioner Scotland</li> <li>External Audit</li> <li>North Regional Resilience Partnership</li> <li>Grampian Local Resilience Partnership (GLRP) and GLRP Working Group</li> <li>GLRP TECA Liaison Group</li> <li>GLRP Harbour Liaison Group</li> <li>Local Authority Resilience Group Scotland (LARGS)</li> <li>North East CONTEST Multi-Agency Group</li> <li>Information Commissioner's Office (regarding data protection)</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Council Incident officers to support DERCs with emergency response</li> <li>• Housing and Flooding rotas to support emergency response</li> <li>• RCC, with Page One process to support emergency activation of DERC.</li> <li>• Reviewed and revised procedures for RCC/DERC comms including training for RCC and on-call rotas</li> <li>• Increased Council Incident Officer cadre for rota (12)</li> <li>• Rota with 15 ACC Volunteer Support Centre Managers available to open up rest centres in emergencies and support the DERC &amp; CIO</li> <li>• Reviewed volunteering arrangements and process for resourcing rest centres in an emergency</li> <li>• Team of trained ACC Volunteer Loggists to support DERC</li> <li>• ACC staff (90) volunteers for activation during an emergency if required</li> <li>• Business Continuity Plan for Governance</li> <li>• Civil Contingency Incident De-Briefs</li> <li>• Corporate Procedure: CCTV</li> <li>• Bond Governance Protocol</li> <li>• Implementation of a Radio system across City Centre ACC buildings for managing security incidents and response.</li> <li>• 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</li> <li>• ACC EPRL chair of Protect and Prepare sub group on behalf of North East Contest Multi Agency Group</li> <li>• Community Resilience Groups (Bridge of Don/Danestone, Culter, Culter, Milltimber &amp; Bieldside)</li> <li>• Maintaining an awareness of current accreditation requirements through receiving regular updates from</li> </ul> | <ul style="list-style-type: none"> <li>• TEAMS Site 'Resilience Hub' including Emergency Response Handbooks, Partner information and useful materials and updates</li> <li>• DERC, Council Incident Officer, Support Centre manager and Loggist annual Training and exercising</li> <li>• Resilience huddles across three Grampian local authorities including Scottish Govt rep.</li> <li>• SCORDS Training Hub (Scottish Resilience Development Service)</li> <li>• Downloading of Protect UK app promotion throughout organisation and with ALEOs</li> <li>• Promotion of eLearning module ACT throughout organisation and with ALEOs</li> <li>• Community Resilience Framework</li> <li>• ALEO Assurance Hub</li> <li>• Committee Effectiveness Reports</li> <li>• Revised Corporate H&amp;S Policy approved by Staff Governance Committee including inventory of H&amp;S procedures.</li> <li>• Roll out H&amp;S module of Core HR for Incidents and Near Misses</li> <li>• Quarterly reporting on compliance to Risk Board.</li> <li>• Process for approval of H&amp;S procedures (CO-G approves corporate, relevant CO approves Cluster specific).</li> <li>• H&amp;S Management System setting out roles and responsibilities</li> <li>• Document management system detailing corporate and local H&amp;S procedures and documents, including review dates and responsible officers.</li> <li>• 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, display screen equipment.</li> <li>• Complete roll out of first aid telephony system in Marischal College and achieve compliance of the requisite number of first aiders to be legally compliant.</li> </ul> | <ul style="list-style-type: none"> <li>• Office of the Scottish Information Commissioner (regarding freedom of information)</li> <li>• Investigatory Powers Commissioner's Office</li> <li>• Credit Rating Agency</li> <li>• Accounts Commission</li> <li>• Audit Scotland</li> <li>• CIPFA</li> <li>• Standards Commission for Scotland</li> <li>• Commission for Ethical Standards in Public Life in Scotland</li> <li>• Law Society of Scotland</li> <li>• Office of the Scottish Charity Regulator (relevant where ACC itself is a charity trustee)</li> <li>• Financial Conduct Authority (regarding Stock Exchange bonds)</li> <li>• External competent bodies (regarding statutory inspection of plant and equipment)</li> <li>• Electoral Commission</li> <li>• Electoral Management Board for Scotland</li> <li>• Home Office Prevent Annual Prevent Assurance Process.</li> </ul> |
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| <p>UKAS • UKAS included as a main topic in team meetings and as an objective in PR&amp;Ds</p> <ul style="list-style-type: none"> <li>• Operation Control Centre (CCTV) Standard Operating Procedures</li> <li>• City Wardens Body Worn Video Operating Procedures</li> <li>• City Wardens Tracking Devices Operating Procedures (Operational and H&amp;S)</li> <li>• City Warden Standard Operating Procedures.</li> <li>• CONTEST – Prevent Operating Procedures.</li> </ul> | <ul style="list-style-type: none"> <li>• Escalation process to Directors for overdue actions, leading into SMTs and H&amp;S Function Groups</li> <li>• Face to face H&amp;S training sessions on: risk assessment, lone working, COSHH risk assessment, Investigation, Incident reporting</li> <li>• Guidance on incident and near miss reporting.</li> <li>• H&amp;S Compliance Reporting – quarterly to Risk Board</li> <li>• Asbestos Working Group Terms of Reference, to monitor actions arising from breaches or HSE interventions.</li> <li>• Reporting to external bodies (HSE, Scottish Fire and Rescue Service and the Care Inspectorate)</li> <li>• Risk Assessment Guidance and templates (including COVID-19)</li> <li>• Compliance checks for COVID-19 risk assessments</li> <li>• Process for COVID-19 individual risk assessments</li> <li>• Guidance on homeworking during COVID-19</li> <li>• Process for review of Scottish Government guidance on COVID-19 to update internal guidance</li> <li>• Trades Union/Director Group</li> <li>• Health and Safety Trade Union meeting</li> <li>• Commissioning, Customer, Resources and Trades Unions Health and Safety Group</li> <li>• Operations and Trade Unions Health and Safety Group</li> <li>• Information Governance Group</li> <li>• Public Protection Committee</li> <li>• Risk Management Policy</li> <li>• Business Continuity Policy</li> <li>• International Twinning Grant Criteria Policy</li> <li>• Appointment of Elected Members to Outside Bodies Policy</li> <li>• Licensing Policies</li> <li>• Licensing Committee</li> <li>• Licensing Board</li> <li>• Organisational Resilience Group</li> <li>• Business Continuity Sub-Group</li> <li>• Policy Group</li> <li>• Occupational Health Provider</li> <li>• CCTV Governance Group (CGG)</li> </ul> |  |
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|  | <ul style="list-style-type: none"> <li>• Civil Enforcement Performance Group</li> <li>• Prevent SPOC Network</li> <li>• Regional Prevent Delivery Group</li> <li>• CSP – Anti-Social Behaviour Thematic Group and sub-groups</li> <li>• CSP – Public Safety Thematic Group and sub-groups</li> <li>• CSP – Environmental Thematic Group and sub-groups</li> <li>• CSP – Youth Thematic Group and sub-groups</li> <li>• ASBO Monitoring Group</li> </ul> |  |
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