



Board of Directors

SUMMARY REPORT	Meeting Date:	26 July 2023
	Agenda Item:	26

Report Title:	Board Assurance Fram	ework 2023/24		
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Other Meetings presented to or previously agreed at:	Committee/Group: 27 June and 18 July - Audit and Risk Committee 11 June and 13 July – Finance and Perform Committee 14 June and 13 July – Quality Assurance Committee 9 May and 11 July – People Committee 28 June – Board of Directors workshop/development day			
	Date:	As above		
Key Points recommendations to or previously agreed at:	The Board Assurance Framework (BAF) was last received at the board assurance committees in June. It has since been received at Audit and Risk Committee and discussed at the June Board workshop/development day to support planned updating for the 2023/24 BAF. This discussion informed updating the document for 2023/24 for receipt through the July assurance committees before onward reporting to Audit and Risk Committee and Board of Directors. The Audit and Risk Committee discussed the BAF and recommended the changes presented for onward approval at the Board of Directors.			

Summary of key points in report

The BAF has been updated to reflect proposed risks for 2023/24 and is presented for approval.

Updates reflect feedback from the board discussion at the June workshop which included agreement that some of the risks would benefit from simplification of risk descriptions; and that risk appetite had not changed. The BAF for 2023/24 has been through Board Assurance Committees and additions requested reflected.

The template has been updated to make correlation with gaps and actions clearer and to reduce repetition particularly around controls. It is expected further refinement will take place after submission of the full BAF for 2023/24 to the Board of Directors in July pending any feedback received. BAF risks have also been updated in terms of confirming scores, risk appetite (no change) updating of gaps, assurances, actions and milestones to reaching target scores.

At the Audit and Risk Committee a request was made to give further consideration to reflection of potential strategic risks around inclusivity. It was noted this is currently covered by the note on each BAF extract that provides cross reference to BAF risks which are relevant to the issue of inclusivity however Board is **asked to reflect and comment on this observation.**

Changes to Finance and Performance Committee BAF risks

- There is a potential gap in the BAF on overall sustainability issues Finance and Performance Committee have agreed consideration will be given to inclusion of a BAF risk on this alongside reporting on sustainability planned for January 2024.
- The People Committee asked Finance and Performance Committee to consider if there is a potential question around whether digital capability of staff is sufficiently reflected in digital risks overseen at FPC. FPC have agreed this issue will be taken forward in discussions around digital risks by the Executive lead and any proposed changes will be reflected in BAF reports in September. Note there is also an action around this issue in year two of the People Plan overseen at People Committee.
- <u>BAF risk 0021B</u> risk related to Cyber is overseen at Audit and Risk Committee and was provided to FPC for information no changes to scoring, risk appetite or level of assurance Controls/gaps have been updated and updates to milestones. Audit and Risk Committee agreed to changes for onward **recommendation to approve by the Board of Directors**.
- <u>BAF risk 0022</u> the descriptor has been updated and was agreed at FPC for recommendation to approve by the Board of Directors: There is a risk that we fail to deliver the break-even position in the medium term caused by factors including non-delivery of the financial plans, lack of 2 – 5 year financial plans including developed CIP programmes and increased cost pressures resulting in a threat to both our financial sustainability and delivery of our statutory financial duties.

Financial impact of 5 was considered by the Executive Lead to be potentially too high but it was noted is currently scored in line with Risk Management Strategy – to be reviewed aligned with the updated Risk Management Strategy in due course as work is underway to look at our scoring.

In the discussion about a corresponding risk on the Corporate Risk Register scored at 4 x 4. FPC discussed whether the impact should or should not reduce from 5 to 4. It was agreed the likelihood score should move from 4 (probable) to 3 (possible) in terms of delivery of the CIP programme this position being supported by internal audit assurance on the way in which the cost improvement programme has been set up for 2023/24. This BAF risk is already scored as 3 for likelihood and therefore is currently unchanged.

 <u>BAF risk 0026</u> – the descriptor has been updated and was agreed at FPC for recommendation to approve by the Board of Directors: There is a risk of slippage or failure in projects comprising our transformation plans caused by factors including non-delivery of targets by milestones, unanticipated costs arising or lack of sufficient capacity to deliver within the timeframes agreed or lack of availability of capital funds resulting in service quality and safety being compromised by the non-delivery of key strategic projects.

Changes to Quality Assurance Committee BAF risks

- <u>BAF risk 0023</u> has been de-escalated by the committee following discussion at the board workshop and has been removed from the BAF 2023/24. It has met its target score and the national threat in respect of COVID-19 has reduced.
- <u>BAF risk 0024</u> the descriptor has been updated and was agreed at QAC for recommendation to approve by the Board of Directors: Risk of failing to meet fundamental standards of care with the regulatory body resulting in avoidable harm and negative impact on service user outcomes and experience staff wellbeing, reputation, future sustainability of particular services which could result in regulatory action. This risk could be associated with the failure to detect closed cultures within clinical teams.
- <u>BAF risk 0025a</u> the descriptor has been updated and was agreed at QAC for recommendation to approve by the Board of Directors: There is a risk to patient safety caused by failing to effectively

deliver essential environmental improvements for the reduction of ligature anchor points / improvements in therapeutic space in inpatient settings

Changes to People Committee BAF risks

• <u>BAF Risk 0013</u> – the descriptor has been updated and was agreed at QAC for recommendation to approve by Board of Directors: Risk the Trust does not have the right things in place to support staff wellbeing resulting in absence continuing to rise, that gaps in health inequalities in the workforce grow and their experience at work is poor with a knock-on impact on service user/patient care.

The Committee asked that consideration be given to the wording in terms of use of the phrase 'right things' in the updated risk description. The Director of Corporate Governance suggests rewording to 'appropriate measures and mechanisms'. Board is asked to approve this change.

• <u>BAF Risk 0014</u> – the descriptor has been updated and was agreed at QAC for recommendation to approve by the Board of Directors: There is a risk of failure to undertake effective workforce planning (train, retain and reform) to support recruiting, attracting and retaining staff to meet current and future needs caused by the absence of a long-term workforce plan that considers training requirements, flexible working and development of new roles.

The Committee asked that when the milestones are next reviewed that inclusion of reference to the timing for plans for the professions be included.

 <u>BAF Risk 0020</u> – the descriptor has been updated and was agreed at QAC for recommendation to approve by the Board of Directors: Risk of failure to move our culture sufficiently to address any closed subcultures, behavioural issues and not reflecting and respecting diversity and inclusion, resulting in poor engagement, ineffective leadership and poor staff experience in turn impacting on quality of service and user experience.

The Committee asked that in the next review cross referencing be made to the closed culture work taking place as part of the work overseen at Quality Assurance Committee covered under BAF risk 0024.

The Board is asked for views on reporting cycle for the BAF and to consider moving to a quarterly reporting approach as follows – the Corporate Risk Register would continue to be received at each Assurance Committee meeting:

Quarter 1	Quarter 3	Quarter 4	Quarter 1 (new financial year)
July • Received at Board (with Corporate Risk Register) September • Received at Quality Assurance Committee, Finance and Performance Committee and People Committee	October • Received at Mental Health Legislation Committee (if relevant) and Audit and Risk Committee November • Received at Board (with Corporate Risk Register)	 January Received at Audit and Risk Committee and Board (with Corporate Risk Register) March Received at Quality Assurance Committee, Finance and Performance Committee, People Committee and Mental Health Legislation Committee (if relevant) and at Board to close off the BAF for 2023/24 	April Received at Board (approval of 2024/25 BAF) (with Corporate Risk Register) May Received at Audit and Risk Committee and People Committee June Received at Quality Assurance Committee, Finance and Performance Committee

Appendices

Appendix 1 - Summary BAF 2023/24 update – **attached** Appendix 2 – BAF risks overseen at Finance and Performance Committee

Appendices 2 - 4 available on IE Recommendation for the Board	BABs a	nd on C			est for	member	s of t	he pub	lic
Consider for Action		oproval		der: Assurance	X	In	form	ation	
		-							
The Board of Directors is asked t the assurance committees and to						23/24 pos	st disc	cussion	at
Please identify which strategic									
	R	ecover	Services	and improve efficie	ency	Yes	X	No	
		C	Continuo	us Quality Improver	nent	Yes		No	X
Transformatio	n – Cha	anging t	hings th	at will make a differ	ence	Yes	X	No	
Partnersh	ips – w	orking to	ogether	to make a bigger im	pact	Yes	X	No	
Fundamental Standards				"Systems and p ensure com	pliance				
					pliance	with the			
Data Security and Protection Toolkit	Yes	X	No	Potentially in relations of digital c	pliance star ation to apabilit	e with the ndards" risks ove	funda erseer	amental	C in
Data Security and Protection	Yes Yes		No No X	ensure com Potentially in rela	pliance star ation to apabilit	e with the ndards" risks ove	funda erseer	amental	C in
Data Security and Protection Toolkit Any other specific standard	Yes		No X	Potentially in relaterms of digital c People Committe	pliance star ation to apabilit	e with the ndards" risks ove ay and cro	funda erseer oss re	amental n at FP(ferral fro	C in om
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Data Security and Protection Toolkit Any other specific standard Have these areas been conside Service User and Carer Safety, Engagement and	Yes	YES/N	No X	Potentially in relaterms of digital c People Committe	pliance star ation to apabilit ee the imp lain wh	e with the ndards" risks ove ty and cro plications	funda erseer oss re or the	amental n at FP(ferral fro e impact	C in om t?
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Data Security and Protection Toolkit Any other specific standard Have these areas been conside Service User and Carer Safety, Engagement and Experience Financial (revenue &capital) Organisational	Yes ered ? Yes	YES/N X X	No X IO No	Potentially in relaterms of digital c People Committee If Yes, what are a If no, please exp	pliance star ation to apabilit ee the imp lain wh	e with the ndards" risks ove ty and cro plications	funda erseer oss re or the	amental n at FP(ferral fro e impact	C in om t?
Data Security and Protection Toolkit Any other specific standard Have these areas been conside Service User and Carer Safety, Engagement and Experience Financial (revenue &capital)	Yes ered ? Yes Yes	YES/N X X X	No X IO No No	Potentially in relaterms of digital c People Committee If Yes, what are a If no, please exp	pliance star ation to apabilit ee the imp lain wh	e with the ndards" risks ove ty and cro plications	funda erseer oss re or the	amental n at FP(ferral fro e impact	C in om t?
Data Security and Protection Toolkit Any other specific standard Have these areas been conside Service User and Carer Safety, Engagement and Experience Financial (revenue &capital) Organisational Development/Workforce	Yes ered ? Yes Yes Yes	YES/N X X X X X	No X IO No No	Potentially in relaterms of digital c People Committee If Yes, what are a If no, please exp	pliance star ation to apabilit ee the imp lain wh	e with the ndards" risks ove ty and cro plications	funda erseer oss re or the	amental n at FP(ferral fro e impact	C in om t?

Appendix 1 – BAF SUMMARY UPDATE TO BOARD OF DIRECTORS 2023/24 – JULY 2023

BAF risks overseen at Finance and Performance Committee – note 0021B is also overseen at Audit and Risk Committee

<u>BAF Risk 0021a</u> – There is a risk of failure to ensure digital systems are in place to meet current and future business needs by failing to effectively address inadequate legacy systems and technology caused by complex historic system issues requiring on-going maintenance, inadequate system monitoring, testing and maintenance, delays in procurement and roll out of new systems resulting in negative impact on patient safety and clinical effectiveness due to loss of access to key systems and processes

Assurance rating	Amber	Risk movement since last	Risk Appetite – Moderate (digital)	Score – 4 x 3 = 12 (unchanged)
		discussed at committee - 🖨	(unchanged)	Target score – 3 x 3 = 9
				(unchanged)

Milestones

- Full retirement of Insight has moved from the end of Q2 to end November 2023 transitioning to business as usual (phased roll out from June 2023)
- The target score was changed to meet risk appetite in June and reported to Board.
- Need to consider how we are scoring digital risk in terms of impact on services [and to be clear in the risk management strategy, when updated, on how this is being measured].

Following a referral from People Committee consideration will be given as to whether digital capability more broadly is sufficiently reflected in BAF or corporate risks at the suggestion of People Committee to FPC. FPC asked that the Executive lead discuss with teams and advise.

BAF Risk 0021B – There is a risk that adequate arrangements are not in place to sufficiently mitigate increased cyber security and data protection incidents. This has been compounded by low Information Governance mandatory training levels across the Trust, unawareness of Phishing attacks as well as legacy core systems that may not meet current security standards and so remain vulnerable to cyber-attack. An attack may compromise or disable key systems and prevent their operation until we either have confirmation that is safe to do so following the application of software security patches or alternatively the system in its entirety is no longer deemed fit for purpose and removed from active service.

Assurance rating	Amber	Green	Risk movement since last discussed at committee -	Risk Appetite – Low (cyber) (unchanged)	Score – 4 x 3 = 12 (unchanged) Target score – 4 x 2 8 (unchanged)
	•	•	h all DTSP work – June 2024 e seen from December 2023.		

BAF Risk 0022 - proposed update to risk descriptor agreed at FPC for approval by the Board of Directors - There is a risk that we fail to deliver the break-even position in the medium term caused by factors including non-delivery of the financial plans, lack of 2 – 5-year financial plans including developed CIP programmes and increased cost pressures resulting in a threat to both our financial sustainability and delivery of our statutory financial duties. **Risk Appetite – Low (unchanged)** Assurance rating Amber Risk movement since last Score $-5 \times 3 = 15$ (unchanged) Target score $-4 \times 2 = 8$ discussed at committee -(unchanged) Financial impact was considered by the Executive Lead to be potentially too high but is currently scored in line with Risk Management Strategy - to be reviewed aligned with the updated Risk Management Strategy. In the discussion about a corresponding risk on the Corporate Risk Register currently scored at 4 x 4. FPC discussed whether the impact should or should not reduce from 5 to 4. It was agreed the likelihood score should move from 4 (probable) to 3 (possible) in terms of delivery of the CIP programme this position being supported by internal audit assurance on the way in which the cost improvement programme has been set up for 2023/24. This BAF risk is already scored as 3 for likelihood and therefore is currently unchanged unless it is agreed the impact score should reduce to 4. Milestones • Agreeing a revised financial plan with CIP targets in March 2023. Revised financial plan due for receipt at May 2023 confidential Board – received Scope out and review CIP schemes and identify the opportunity for CIP e.g. overhead benchmarking, organisational structure, capacity and demand – by the end of April 2023. Achieved BAF Risk 0026 - proposed update to risk descriptor agreed at FPC for approval by the Board of Directors - There is a risk of slippage or failure in projects comprising our transformation plans caused by factors including non-delivery of targets by milestones, unanticipated costs arising or lack of sufficient capacity to deliver within the timeframes agreed or lack of availability of capital funds resulting in service guality and safety being compromised by the non-delivery of key strategic projects. **Risk Appetite – Moderate** Score $-4 \times 4 = 16$ (unchanged) Assurance Amber Risk movement since last Green Target score $-3 \times 2 = 6$ rating discussed at committee -(unchanged) (unchanged) Milestones Therapeutic Environments – will impact on OOA and CIP delivery – end of June 2024 Maple should be re-opening at this point and so contracted out of area will cease. • EPR by December 2023 Community Facilities - St Georges, Assertive Outreach and Community Forensic team to move by the end of August 2023. The fixed Ligature Anchor points work (other than other acute wards) should be by the end of 2024/25 to include Dovedale 1 and Forest Lodge The fixed Ligature Anchor points work for acute wards will be completed by June 2024 HBOS, Stannage and Maple to be completed by June 2024 Fullwood capital received in Q 4 2023/24

• CMHT and LD – dates being confirmed

<u>BAF Risk 0027</u> - There is a risk of failure to engage effectively with system partners as new system arrangements are developed caused by non-participation in partnership forums, capacity issues (focus on Trust), difficulty in meeting increased requirement to provide evidence/data potentially at pace and volume, lack of clarity around governance and decision making arrangements resulting in poorer quality of services, missed opportunities to participate or lead on elements of system change and potential increase in costs

Assurance rating	Amber	Risk movement since last	Risk Appetite – Moderate	Score – 4 x 3 = 12 (unchanged)
		discussed at committee - 🛛 👄	(unchanged)	Target score – 4 x 3 = 12
				(unchanged)

Discussion will need to take place on whether the target score should change or continue to be tolerated. It was set as the same as the current score throughout 2022/23 recognising there will be system movement in 2023/24

Milestones

- Work on shared priorities and the ICB forward plan received at March 2023 board
- Mother and baby and associated perinatal service development by the end of 2023/24
- Forensic inpatient beds and community forensic team tender by the end of 2023/24
- Agreeing South Yorkshire integrated approach to access for Health Based Place of Safety by the end of 2023/24
- Eating disorder service co-located with VSCE by the end of 2023/24
- Substance misuse service safe transition to new provider August 2023
- Staff bank enhanced with students from Sheffield Universities by the end of 2023/24
- Note as previously reported additional BAF risks will need to be added to reflect system BAF risks when developed and we will in turn have
 to escalated Risk to those BAFs where appropriate- The Corporate Governance leads have met to have initial discussion on development of
 a system BAF expecting to receive draft BAFs coming through processes across the Summer of 2023.

		vice users and staff are exposed to a on Control arrangements and safe we		eases caused by a failure to consistently		
Assurance rating	Green	Risk movement since last discussed at committee -	Risk Appetite – Moderate (unchanged)	Score – 3 x 3 = 9 (unchanged) Target score – 3 x 3 = 9 (unchanged)		
(unchanged) This risk has been agreed for de-escalation at QAC for de-escalation following discussion at the Board workshop and has been removed from the BAF 2023/24 received at the Board. It has met its target score and the national risk around COVID-19 has reduced.						

<u>BAF Risk 0024</u> – Proposed update to risk descriptor agreed at QAC for approval by the Board of Directors– Risk of failing to meet fundamental standards of care with the regulatory body resulting in avoidable harm and negative impact on service user outcomes and experience staff wellbeing, reputation, future sustainability of particular services which could result in regulatory action. This risk could be associated with the failure to detect closed cultures within clinical teams

Risk of failing to meet fundamental standards of care with the regulatory body resulting in avoidable harm and negative impact on service user outcomes and experience staff wellbeing, reputation, future sustainability of particular services *which could result in* regulatory action. **This risk could be associated with the failure to detect closed cultures within clinical teams**.

Assurance rating	Amber	Green	Risk movement since last discussed at committee -	Risk Appetite – Low (unchanged)	Score – 4 x 3 = 12 (unchanged Target score – 4 x 2 = 8 (unchanged)
Completion ofWhilst there is	the Ligatur the Back to reference	e Anchor Good pr on the Pe	Point programme	here will be additional consideration ne	eeded on this BAF risk to references
ailing to effectively de apatient settings	liver essent	ial enviro	nmental improvements for the redu	oval by the Board of Directors -Then iction of ligature anchor points / improv	vements in therapeutic space in
Assurance rating	Re		k movement since last cussed at committee -	Risk Appetite – Low (unchanged)	Score – 4 x 4 = 16 (unchanged) Target score – 3 x 2 = 6 (unchanged)
Milestones					
New clinical ri	sk assessm	ent tool i	nchor Point works - by June 2024 (fc n place with 80% compliance – timi the clinical risk assessment tool –		5)
				<u>v</u>	

Assurance rating	Red	Risk movement since last	Risk Appetite – Moderate	Score – 4 x 4 = 16 (unchanged)
		\Leftrightarrow		

	discussed at committee -	(unchanged)	Target score – 3 x 2 = 6 (unchanged)
 Stanage refurbishmen Maple Ward relocation Maple Completion – M Dovedale 1 feasibility Dovedale 1 estate work 	n to Michael Carlisle Centre – October 2023 Iarch 2024 and design – December 2023		
	of a delay in people accessing the right commu- ce changes during Covid resulting in poor experience Red Risk movement since last discussed at committee -		
 relation to peri natal ar Gender service investi Phase one of communication 	t waiting list reduction will be agreed as part of nd recovery team waits. Milestone partially met ment to be negotiated by end of Quarter 1 23/2 nity recovery team transformation to begin Aug re community mental health, which forms part 023	. Funding confirmation awaited for SAAN 24 – no movement as yet just 23 and phase 2 in Q4 23/24	Ns and Memory services.
BAF risks overseen at People	e Committee		

BAF Risk 0013 Proposed update to risk descriptor agreed at People Committee **for approval by the Board of Directors**: Risk the Trust does not have the right things in place to support staff wellbeing resulting in absence continuing to rise, that gaps in health inequalities in the workforce grow and their experience at work is poor with a knock-on impact on service user/patient care.

However the committee asked that the phrase 'right things' be changed. The recommended wording is 'appropriate measures and mechanisms' – Board to discuss and approve.

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Assurance Amber

Green Risk movement since last

Risk Appetite – Low (unchanged)Score – 3 x 4 = 12 (unchanged)

rating – improved			discussed at committee -		Target score – 3 x 2 = 6 (unchanged)			
 Milestones Staff side Recognition agreement – September 2023 Establish core requirements for all management/leadership roles – December 2023 Absence reduction plan implementation – Commencing April 2023 – plan to be fully delivered by March 2024 Menopause accreditation achievement – by the end of March 2024 Dedicated Wellbeing champion roles in place – June 2023 – 6 in post, planned increase in numbers by December 2023 Structure for support to manage wellbeing improved and in place September 2023 New Health and Wellbeing guardian in place – from April 23 Board role in place Complete diagnostic self-assessment of the health and well-being self-assessment (7 key areas) – underway and due to complete by the end of September 2023 								
undertake effective								
 Capture impp Service-led 3 New role dev planning and SHSC recrui Deliver recru and being de Review of loo Review retire People Committee 	rating discussed at committee - ← (unchanged) Target score - 3 x 3 = 9 (unchanged) Milestones • Workforce Dashboard implementation from April 2023. (Full roll out by June 23) officially launched on 3 July 2023 • Capture improved Diversity data for workforce planning and reporting as appropriate August 2023 • Service-led 3-year workforce plan in place – draft by September August 2023 • New role development integrated into workforce planning (such as Physician Associates and Peer Support workers – looking at skill mix in workforce planning and looking at flex approach/risks and potential other options available) – August 2023 will commence in July.							

The Committee asked that when the milestones are next reviewed that inclusion of reference to the timing for plans for the professions be included.

<u>BAF Risk 0020</u> Proposed update to risk descriptor agreed at People Committee **for approval by the Board of Directors**: Risk of failure to move our culture sufficiently to address any closed subcultures, behavioural issues and not reflecting and respecting diversity and inclusion, resulting in poor engagement, ineffective leadership and poor staff experience in turn impacting on quality of service user experience.

Assurance rating	Amber	Green	Risk movement since last	Risk Appetite – Moderate	Score – 4 x 3 = 12 (unchanged)
_			discussed at committee -	(unchanged)	Target score – 3 x 3 = 9
					(unchanged)

Milestones

- Values into behaviours consultation and launch of outcomes April to December 2023
- Expectations of SHSC Managers and Leaders consultation on expectations of managers and leaders will be part of our values into behaviours consultation. Outcomes will define our leadership and management development offers April to December 2023
- SHSC Manager Development offer new offer defined and launched February 2024.
- EDI milestones around diversity and inclusion progress as outlined in WRES and WDES July 2023 People Committee and Board

The Committee asked that in the next review cross referencing be made to the closed culture work taking place as part of the work overseen at Quality Assurance Committee covered under BAF risk 0024.

 AIM 4: ENSURE	STRATEGIC OBJECTIVE: Transformation: Changing things that will make a difference and Partnership Working (PLACE		
SERVICES ARE	(equality) addressing deprivation, Provider Alliance (forensic and specialist services) ICS and University (improving outcome		
INCLUSIVE	measures)		
RISK REF: No specific	Cross References to risks which cover inclusivity –		
risks identified at this	Aim 1 - Deliver Outstanding care BAF risks 0023, 0024, 0025, 0029		
time	Aim 2 - Create Great Place to Work BAF risks 0013,0014,0020		
	Aim 3 - ective Use of Resources BAF risks 0027		
	The Audit and Risk Committee asked that consideration be given as to whether a specific BAF risk is required around		
	inclusivity of services.		