

**South East London CCG**

# **CCG Board Assurance Framework**

**April 2021**

## Background and context

- The CCG's BAF has been developed and is maintained in line with the process and guidance outlined in the SEL CCG Risk Management Framework.
- The structure of the SEL CCG BAF is set around the CCG's corporate objectives agreed by the CCG Governing Body.
- The CCG's BAF includes all risks related to the successful delivery of the CCG's corporate objectives. It is important to note that the BAF is not a list of the highest level risks facing the organisation.
- SEL CCG also holds a risk register which details risks and planned mitigations for risks relating to the operational activities of the organisation. Risks included in the risk register are not those which are deemed to threaten the achievement of the CCG's corporate objectives, but instead are operational risks that require active steps to be taken within the organisation to manage and mitigate. The CCG risk register is held by the CCG Governance Team.

## Review of the BAF

- Each BAF risk is updated monthly by the designated risk owner working with their teams and other colleagues. The previous month's residual risk score is recorded at the top of each slide together with the residual risk score recorded at the time when the BAF risk was first added to the BAF.
- The IG&P committee is responsible for the oversight of risk on behalf of the CCG Governing Body and will receive, scrutinise and monitor the Board Assurance Framework document in detail. The committee uses the suite of its regular reports (e.g. sub-committee reports, performance assurance, finance reports, deep-dives etc.) to gain a sense of the key risks to the delivery of CCG corporate objectives. Committee members use this intelligence to assess whether strategic risks are adequately picked-up, reflected and appropriately scored in the CCG's BAF. The IG&P will provide routine monthly report to the CCG's Governing Body.
- The Governing Body reviews and approves the BAF at its bi-monthly meeting in public.
- Each BAF risk includes a brief description of the nature of the risk; an initial assessment of the risk in terms of its likelihood and impact; a detailed description of the mitigating actions in place to manage the risk; a residual risk score which assesses the likelihood and impact of the risk in light of the mitigations in place; a brief descriptions of the set of assurances that demonstrate the evidence for the mitigations identified; and a brief 'forward view' descriptions of the future of the risk and any further mitigating actions planned but not yet implemented.
- Changes to the risk scores for each risk are recorded from both the initial date the risk was included in the BAF and from the previous month..

Objective	Description
<b>Improving health</b>	1: To ensure we commission services which meet the health and wellbeing needs of the population and reduce health inequalities
<b>Quality &amp; safeguarding</b>	2: To work in partnership to maintain and improve the quality of our commissioned services, and ensure all safeguarding protections are in place
<b>System &amp; service transformation</b>	3: To enhance collaborative working with other health and care organisations to develop and deliver an effective ICS – able to deliver national, ICS and local objectives - with our population at the centre
	4: Strengthen our partnership working and develop a culture which embraces lessons learned and surfaces and embeds best practice
<b>Involvement</b>	5: To secure the active participation and visibility of patients and local people, including from diverse and seldom heard groups, in the planning and design of local services
	6: To ensure that clinical leadership is embedded in our ways of working and our change programmes including the involvement of member practices and system partners
<b>Workforce</b>	7: Develop an organisation and workforce capable of delivering the CCG's objectives and ensure members of the organisation feel valued and enjoy coming to work.
<b>Sustainability &amp; Governance</b>	8: Ensure that the CCG meets its commitments with regards financial and performance improvement, maintains effective governance within the organisation and across partnerships, and optimises progress against the delivery of NHS constitutional standards.

# 9. Broadening CCG engagement with communities

Baseline risk scores: July 2020	3 x 4 = 12	Last month's scores:	3 x 4 = 12
Change in risk scores	No change		

Ref	Description of risk	Likelihood	Impact	Initial Risk Score	On-going controls	Likelihood	Impact	Residual Risk Score
SEL-09	The CCG does not hear from a diverse or representative group of people in the conduct of general engagement exercises; particularly hindered by COVID-19 measures	4	4	16	<ul style="list-style-type: none"> <li>The evaluation of the task and finish process to inform the development of the CCG's engagement approach has been completed and is published on the website at <a href="https://selondonccg.nhs.uk/get-involved/developing-engagement/">https://selondonccg.nhs.uk/get-involved/developing-engagement/</a>.</li> <li>The principles for engagement developed by two of the groups were agreed at the Governing Body in September and are published on the <a href="#">CCG website</a>.</li> <li>The first formal meeting of the Engagement Assurance Committee (EAC) took place on 11 January 2021. The committee recommended the terms of reference to the Governing Body for approval. However, as the formal meeting of the Governing Body has not yet taken place, these are yet to be approved. The committee also approved the outcome reports from the task and finish groups which will inform the development of the CCG's engagement strategy. The second EAC meeting took place on Monday 15 March. The main agenda items were engagement in the Covid-19 vaccination programme and a verbal update on the White Paper and developing ICSs.</li> <li>A south east London communications and engagement workstream has been established with membership from the CCG, trusts, local authorities, Healthwatch and the voluntary and community sector. This meets weekly to plan and coordinate communication and engagement activity.</li> <li>An Equalities in Vaccination Taskforce chaired by Usman Niazi has been established to look at what prevents different communities from taking up the vaccine. Information produced by the taskforce will also identify specific groups and populations with whom we need to strengthen engagement.</li> </ul>	3	4	12

**Risk assurances:**  
*Evidence to substantiate on-going risk controls*

- The Engagement Assurance Committee is in place. An introductory session was held with all members on 7 December 2020. Membership includes 11 public members broadly reflective of the diversity across south east London. Two formal meetings have taken place and dates are set for 2021
- The EAC discussed and approved the recommendations from the task and finish groups which will inform the development of the CCG's engagement strategy.
- The EAC discussed and provided advice on engagement in the vaccination programme
- Mapping of all engagement mechanisms/groups in the six boroughs took place with a particular focus on people from BAME backgrounds and seldom heard groups. These are being used to engage on the vaccination programme at a borough level and includes webinars with voluntary, community and faith organisations and includes sessions for specific communities such as the Somali, Nepali, Latin American, African and Caribbean, people with learning disabilities communities

- SEL webinars on the vaccine faith leaders, community champions and voluntary and community sector took place in January 21 and 24 Feb, 1, 3 & 23 March respectively complementing borough based webinars and outreach
- National and local insight is being collated across partners around vaccine hesitancy to continually inform the development of the communications and engagement approach. Insight was discussed at the January meeting of the EAC to inform plans.
- Experience from borough recovery plan engagement activity captured – what works well and what could have been done differently.
- A series of short videos are being made with clinicians, staff, faith leaders and community champions to encourage vaccine take up with a focus on the Black, Asian, minority ethnic communities across south east London and including in a range of languages <https://www.youtube.com/playlist?list=PL1fo7mb0qmAvQANj-ByeV72ScnsiGPK2M>

**Forward view on risk and planned further mitigating actions**  
*Actions still to be implemented*

- An evaluation of the SEL webinars on the vaccine programme is curly taking place to inform future approach.
- The CCG has purchased an online digital engagement platform which will be developed in Q1 of 2020/21

- The engagement approach in the vaccine programme and its focus on engagement with the diverse communities across south east London is reframing relationships with local groups and communities and will inform the development of the wider engagement strategy of the CCG.

The matrices below are taken from the CCG's Risk Management Framework and represent the possible combined risk scores based on a measurement of both the likelihood (probability) and severity (impact) of risk issues. A combination of likelihood and severity score provides the combine risk score.

## Likelihood x Severity = Risk Score

			Likelihood				
			1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
Severity	5	Catastrophic	5	10	15	20	25
	4	Major	4	8	12	16	20
	3	Moderate	3	6	9	12	15
	2	Minor	2	4	6	8	10
	1	Negligible	1	2	3	4	5

## Likelihood Matrix:

Likelihood (Probability) Score	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost certain
<b>Frequency</b> How often might it/does it happen	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen or recur occasionally	Will probably happen/recur but it is not a persisting issue	Will undoubtedly happen/recur, possibly frequently
<b>Frequency</b> Time-frame	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
<b>Frequency</b> Will it happen or not?	<0.1%	0.1 to 1%	1 to 10%	10 to 50%	>50%