



## CASPA Board Meeting Minutes

**Date:** Thursday 23rd January 2020 at 13:30

**Location:** Bournemouth

**Present:** Simon Papworth (SP), Jonathan Papworth (JP), Robin Batchelor (RB), Robin Wells (RW), Nuno Almeida (NA), Taffy Gatawa (TG), Georgia Ginnaw (GG)

**Subject:** CASPA Quarterly Board Meeting 2020

### Agenda:

#### Board Update

a. Finance report

Agreed for Founding members to provide further funding to cover upcoming expenses until April 2020 including:

1. Administration costs
2. Venue booking for Round Table event

#### Membership Update

b. Have now reached over 60 members

c. Plan to introduce membership fees in April 2020

- i. Annual membership fee to be set at £495 for all organisations

**ACTION:** Membership to be informed about membership fees following the Round Table

d. Membership T&Cs, Principles & Business Continuity Plan

- i. TG owning these tasks, already underway
  1. Draft Business Continuity Plan has been circulated

#### Projects

e. Sutton eRed Bag

- i. Sutton Bid to NHSD (with CASPA as a contributing party) was successful. £20K funding provisionally allocated to CASPA. RW acting as CASPA lead on this project.  
Objective is to help with the development of a technical standard.

**ACTION:** RW to circulate specific details of CASPA's obligations that result from CASPA's involvement – specifically what deliverables or services are expected of us in connection with the available funding.



**ACTION:** RW speak with Sutton project manager to provide a definitive set of documentation following the election purdah on the project. Circulate to all Board members.

- f. The Board acknowledged that through CASPA's activity so far, a range of opportunities had emerged in terms of influencing the creation of interoperability standards – this in turn requires the founding members to create a set of principles regarding where CASPA should be focusing on for the benefit of its members – it was agreed that the Board would reconvene to clarify this strategy and define first principles at a date to be defined shortly after the Round Table event.

### Events

- g. Sponsoring TechBrek event (morning of Round Table)
  - i. Daniel Casson - Care England has asked for £4k sponsorship  
It was agreed that it is not a suitable use of CASPA funds, nor in line with overall objectives.

**ACTION:** GG to go back to Daniel Casson and politely decline. CASPA being a not for profit is not in a position to be able to justify this expense to the membership, nor are such activities in our objectives.

### Whitepapers

- h. E-learning whitepaper underway
  - i. Kick off call happened end of 2019, follow up scheduled for early Feb
  - ii. Fellow CASPA members assisting NA with preparation of this document

### GDPR

- i. GDPR data processing implications
  - i. Discussions on risk from a care provider
  - ii. ICO and GDPR point of view
  - iii. Possible liabilities of member organisations
    - 1. Insufficient time to cover these areas today but will raise in upcoming Board calls/meetings.

### Meetings and Work Groups

- j. Round Table - 19th March 2020
  - i. A separate planning session happened before the Board meeting to discuss this in full detail

### AOB

- k. Board agreed that the CASPA Board calls should be fortnightly moving forwards (previously weekly)
- l. Starting from Monday 3rd Feb, calls will be 1 hour in length and fortnightly.

**ACTION:** GG to arrange updated calendar invitation for Monday 3rd Feb - 12.30pm - 1 hour - repeating every 2 weeks

**END OF MEETING**