



**Date:** 11th February 2021 - 10: 00 AM until 12:00pm

**Zoom:** <https://zoom.us/j/7167723032?pwd=TGZSWW8xUHNGNlhGdzBMQ1Q4NVdVZz09>

- access code 1234

**Present:**

Simon Papworth (SP), Jonathan Papworth (JP), Robin Batchelor (RB), Robin Wells (RW), Nuno Almeida (NA), Taffy Gatawa (TG), Georgia Ginnaw (GG), Emma Hudson (EH)

**Subject:** CASPA Quarterly Board Meeting 2021

**Minutes:**

**Board Update**

- a. **Finance report**
  - i. **Current bank position**
    - 1. £18,827.76
  - ii. **Operating costs budget**
    - 1. Originally said £17,500
    - 2. Based on 35 paying members
    - 3. Agreed no review necessary but focus will turn to membership retention
- b. **Filing of micro-accounts**
  - i. Micro-accounts up to 31 May to be prepared
  - ii. Final draft of micro-accounts to be signed off by the Board before filing with Companies House
  - iii. Kirk Rice to prepare-micro accounts
  - iv. Board agreed to move accounting period to 31.05.20
  - v. NA and RB to provide requested documentation
- c. **Administrator**

GG on maternity leave from 12th February 2021

  - i. Handover to EH confirmed and process for contact advised
- d. **Discuss updated objectives for CASPA in 2021**



- i. It was agreed that CASPA has achieved its initial objectives at a corporate-interest level
  1. CASPA has achieved its door-opening objective and is influential in the circles it set out to join
- ii. Focus will now turn to the membership, specifically member-led subgroups
  1. It was discussed if focus should be on core interests and, therefore, a limited membership or whether to expand focus and broaden the membership
  2. It was agreed this would be considered inline with the results of the membership survey -to be shared in the upcoming newsletter
  3. The existing board would be the first subgroup: Digital Care Planning
    - a. Suggestions for further subgroups include remote monitoring (IoT, IoT devices), e-Learning and care management systems
- iii. It was agreed:
  1. to propose subgroups at the upcoming AGM
  2. that one existing board member should join each subgroup
- iv. It was discussed if the board should be extended and the new board members to focus on progressing IoT

## CASPA Board

1. **Nominations to CASPA Board**
  - a. The board discussed the nomination process and agreed:
    - i. Nominations should be received in advance of the AGM
    - ii. Voting process to be announced at the AGM
    - iii. Voting to begin post-AGM

## Membership

- e. **Current membership numbers**
  - i. 38 active members
- f. **Members survey**
  - i. Survey prepared by SP for board review
- g. **Membership fee renewal**
  - i. It was agreed EH would create recurring invoices and provide information to the effect in the upcoming newsletter

## Projects

- h. **North Star**



- i. NA presented slides: CASPA's Four Principles for Digital Transformation of Care Providers
  - 1. Feedback provided by board members in attendance
  - 2. Slides to be shared with CQC, DSC, NHSX, PRSB and membership
  
- i. **DSPT**
  - i. Recent years have seen the rapid expansion of NHS England data systems into non-NHS organisations, especially social care providers, with all NHS data access and contracts requiring the Data Security and Protection Toolkit (DSPT) to be completed annually.
  - ii. December 2020 saw the launch of an updated DSPT by NHS Digital in England. Publishing to “standards meet” is still the objective of the toolkit but more thought has been given to smaller non-NHS organisations like care homes that have to complete the toolkit. In the latest version of the toolkit, slightly fewer questions are asked and many of the questions have been rewritten to be a more appropriate language for the non-IT security specialist.
  - iii. The existing “Entry Level” is coming to an end in March 2021, to be replaced with “Approaching Standards” and, like the old Entry Level, this will have far fewer questions and be less rigorous. However, the new Approaching Standards level has requirements for care sites to show continued progress toward standards meet year-on-year.
  - iv. CASPA has worked closely with the DSPT team at NHS Digital to lobby for the DSPT to be more effective and appropriate for non-NHS organisations.
  
- j. **Conversations with CQC & David James**
  - i. CASPA has begun to engage with CQC and discussions are ongoing
  
- k. **Sutton eRed Bag**
  - i. eRed bag pathfinder coming to an end March 2021
  - ii. St Helier and St George's hospital are renting eRedbag's. Other hospitals in South West London can receive only from a limited number of care homes, due to IG issues.
  - iii. IG blockage
    - 1. The board that governs South West London (part of LHCR) has an information flow issue: it is believed that GDPR blocks duplicate records flow
    - 2. Next four weeks to persuade them that it doesn't so that we can
    - 3. Then it can be rolled out across South West London
  - iv. The project manager (Lucy) producing documentation to replicate this in other PCN / CCG / STP / ICS
  
- l. **COVID-19 data share initiative**



- i. Data still being provided to NHSD - RB to report back to the board with a further update
  
- m. GP Connect for Care initiative -**
  - i. Conversation around the Summary Care Record is ongoing, no update at present
  
- n. PRSB board**
  - i. CASPA consulted on most of the five new standards published by PRSB to support integrating care
  - ii. Discussions are ongoing, meetings underway
  - iii. PRSB is consulting on shared decision making and consent
  - iv. In line with North Star work
  
- o. DACHA**
  - i. CASPA continues to represent care on this board.
  
- p. NHSX - Joined Up Care -**
  - i. DSP due for publication end of February/March
  - ii. CASPA continues to assist the project team, and the programme progresses. The Dynamic Purchasing System is due to go live in March 2021. CASPA will continue to work to gain certainty around digital adoption of the whole market
  
- q. Other**
  - i. CASPA & DSC meeting scheduled for Thursday 18.02.21 2:00 PM-3:30 PM
  - ii. Possible date for the next Round Table meeting May 2021
  - iii. AGM scheduled for Wednesday 03.03.21 10:30 AM-12:00 PM

## Whitepapers

- r. Next whitepaper**
  - i. Subgroups to take precedence over producing new whitepapers
  - ii. Each subgroup to create a North Star-style doc

## AOB

Board reviewed DSP doc. from DSC



**END OF MEETING**