



Date: 16th June 2021 - 02: 00 PM until 04:00 PM

Zoom: <https://zoom.us/j/7167723032?pwd=TGZSWW8xUHNGNIhGdzBMQ1Q4NVdVZz09>

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 June 2021

Minutes:

Board Update

- a. **Finance report**
 - i. **Current bank position**
 - 1. £17,631.11.
 - ii. **Operating costs budget**
 - 1. Originally said £20,000.
 - 2. Based on 39 paying members.
 - 3. In a year.
- b. **Filing of micro-accounts**
 - i. Will be completed by the end July..
- c. **Discuss updated objectives for CASPA in 2021**
 - i. Creation of subgroups - aim for two new (three in total) by June 2022
 - ii. Agreed to focus on a standard for a set of quality metrics that is agreed with CQC and that is implementable in digital care products used in Social Care.

CASPA Board

- d. **Decision on Board members**
 - i. Fiona proposed by NA, seconded by TG - carried unanimously.
 - ii. Wendy proposed by RB.

Membership



- e. Current membership numbers**
 - i. 39 active members.
 - ii. 3 applications pending.
 - iii. Board agreed to keep membership active and maintain growth.

- f. Membership fee renewal**
 - i. Recurring invoices for second year of membership issued 29th May - invoices for annual membership fee are issued on the anniversary of first invoice and repeat every 12 months until canceled.
 - ii. Payment terms are 30 days.
 - iii. Board agreed to maintain current terms and processes.

Projects

- g. North Star**
 - i. NA recapped the work done and the ongoing dialogues with organisations -CQC.
 - ii. JP and SP propose publication and proactive promotion and endorsement of the document -possibly NCF, Care England.
 - iii. Board discussed and agreed to reframe the principles as interoperability or best practice for digital systems, and redraft as a one-page.
 - iv. Agreed to send to Vic next week and publish at the start of July.

- h. DPS**
 - i. Confirmed that fortnightly meetings with Peter Skinner's team continue.
 - ii. Board discussed the promotion of DPS.

- i. DSPT**
 - i. Confirmed the Suppliers Document has been approved and is now live -Board have completed their templates.
 - ii. Board agreed that completed templates submitted for publishing should be added as an additional column (and link) in the Suppliers List with a link to the document.

- j. Conversations with CQC & David James**
 - i. Confirmed CQC engagement is ongoing.
 - ii. SP gave an overview of the webinar and the response from attendees.
 - iii. Agreed there is an opportunity to form a subgroup.

- k. Shared Care Record (previously known as Sutton eRed Bag)**



- i. Agreed it was a door-opener to the Shared Care Record.
- ii. Agreed to rename project : Shared Care Record.
- iii. Project can be started with one LHCR through Gary at One London, which opens up the shared care record for London.
- iv. Board's suggestions to be made to Lorraine at next meeting -17.06.21.

I. COVID-19 data share initiative

- i. Achieved its objectives; programme now closed.

m. GP Connect for Care initiative - Summary Care Record

- i. Board discussed the outcome of communications and considered how to move the conversation forward.
- ii. Agreed to write a letter to the Data Guardian to seek their opinion regarding unblocking the ability for registered managers to access systems.

n. PRSB board

- i. Update from JP and advised he's attending the next meeting (17.06.21).
- ii. Conformance Programme: positive - working towards common standards

o. DACHA

- i. Update: Five work packages: No.3 - engaging with care providers through suppliers and would like to meet CASPA.

p. DHSC

- i. No action at present

q. NHSX

- i. Meetings ongoing with the objective of helping achieve NHS digital objectives.

Whitepapers

r. Next whitepaper

- i. Discussed the previously suggested titles: Acoustic Monitoring, eMAR.
- ii. Agreed each subgroup to create a North Star-style doc.
- iii. Agreed subgroups should take precedence over producing new whitepapers.

AOB



Agreed to host and plan a CASPA event in the next three months -possible input from John Farrendon and Mark Nicholas (Chief social worker NHSD?).

END OF MEETING