



Date: Thursday 10th March 2022 - 10am til 12pm

Location: Virtually over Zoom

Present: Jonathan Papworth (JP), Robin Batchelor (RB), Robin Wells (RW), Nuno Almeida (NA), Taffy Gatawa (TG), Fiona Hale (FH), Georgia Ginnaw (GG)

Subject: CASPA Quarterly Board Meeting - March 2022

Agenda:

Board Updates

a. Finance report

i. Current bank position

1. £28,663.58 (as at 1st March 2022)

ii. Operating costs budget

1. 2021 Budget was £17,500 based on 39 paying members
2. Updated 2022 budget agreed at £20,000 based on current membership
3. Year to date expenditure
 - a. £8,500, predominantly on administration costs
4. Agreed that CASPA founder's seed capital to be refundable unless it puts CASPA in a negative position, in relation to available cash at the time
5. Agreed upon a minimum cash reserve £5,000 at any given time

b. CASPA accounts and registered office

i. Management of CASPA's accounting and registered agent services to be moved independently from Person Centred Software (PCS)

1. Existing lawyers whom CASPA have a registered address proven to be unreliable with forwarding services
 - a. Agreement made to utilise a specialised registered office company in London (e.g. The London Office.com - £200p/a all in) - which will forward all mail and formal notices
 - b. Board in agreement that utilising a specialised Registered office company as opposed to using lawyers/accountants is the best way forward and to make arrangements to move away as soon as possible.
2. All required Company House filings complete
 - a. Accounts were filed at the end of February 2022 and are now showing on Companies House
 - b. Simon Papworth's removal as a Director has also been filed with Companies House



- ii. CASPA to move to an independent accountant
 1. PCS to arrange a partial recharge to CASPA for accounting services provided to date
 2. GG to organise getting online banking access to move away from relying on PCS to make payments
 - a. Agreement that GG must get authorisation from at least 1 Board member prior to making any payments(including her own invoices for administration support)
 3. JP has a much more affordable recommendation accountants
 - a. Mapperson Price Chartered Accountants Old Gunn Court
 - b. Approximate estimate £220 + VAT for a annual filing
- c. **Objectives for CASPA 2022**
 - i. CASPA Board have decided upon the following objectives for 2022:
 - **Widen CASPA's remit**
 - Remote Monitoring – grow this as a subgroup of similar influence to the one we currently have in place for care records
 - Workforce Management – define scope and launch a group in mid 2022
 - **Shape Social Care Data**
 - Minimum Dataset (reduction of burden, patient information flow)
 - Gain significant engagement with the Shared Care Record Programme
 - Gain a clearer understanding of what CQC's data strategy looks like - engage at senior level - develop a view on how we develop relationships with care inspectorates in Wales, Scotland and Northern Ireland
 - **Social Care Records**
 - Continue engagement with NHSx (and all)
 - Achieve endorsement of digital care records by CQC
 - Engage with ICO and create a working relationship (decide how to engage, what we want to get out of it and identify a good point of engagement)
 - **Showcase advantages of membership**
 - Clarify and reinforce relationships with external stakeholders
 - Compelling description of advantages of membership
 - Case studies of advantages for our members
- d. **Administration Support**
 - i. GG (CASPA's administrator) has flagged that the allocated 15 hours per month could be easily exceeded with amount of administration tasks required at present
 - ii. GG has capacity to increase administrative support if required
 - iii. GG will continue to prioritise administration tasks as she sees fit with the support of the CASPA Board if needed



- iv. Board also agreed that 5 of the 15 allocated monthly hours are to be spent solely on membership and website related tasks in line with the objective to showcase the advantages of CASPA membership
- v. Review to be held in two months' time

CASPA Board

e. Changes to CASPA Board

- i. Simon Papworth has resigned as a Director on the CASPA Board
- ii. Fiona Hale joined CASPA Board in July 2021
 - 1. FH has been actively working with CASPA since December 2021 following her return from Maternity Leave
 - 2. Agreed that arrangements will be made for FH to be made a CASPA Director
- iii. RW planning to step aside from his role at PCS in the coming months
 - 1. Discussion had over RW's position on CASPA Board now that he may no longer be associated with PCS
 - a. Board in full agreement that RW's position on CASPA Board to continue as is and are very happy with this arrangement, seeing it as a positive to have an independent Board member
 - 2. RW may resign as CASPA member for PCS and be reappointed as an independent Board member and Director (continuing as Membership Secretary)
 - a. Suggestion was made that a Declaration of Conflict of Interest be drawn up in line with RW becoming an independent Director of CASPA regarding his previous tie to PCS
- iv. Discussions were had to define the difference between a Founding Member & (Non Founding) Director:
 - 1. Directors - legal responsibility for the management of the CIC
 - a. Board to refer back to meetings previously had on the topic and Board Terms of Reference
 - b. Discussions to continue in a separate meeting

Membership

f. Current membership numbers

- i. 43 active members
- ii. 4 applications pending / membership enquiries open

g. Membership fee renewal

- i. Membership renewal date
 - 1. All annual membership fee renewal invoices to be bought in line to 29th May
 - a. Members who have only recently joined, have option to wait until next annual membership fee renewal date



- ii. The suggestion of increasing the annual membership fee was raised as it was agreed that the current price is extremely good value
 - 1. Costs will increase - Need to take into consideration inflation; provision of legal advice on data sharing matters; attending events once they begin to start taking place in person again; building cash reserves.
 - 2. Agreed to maintain same membership fee for 2022/23 (£500) and make increase in the following year

Working Groups

h. Digital Social Care Records

- i. Digital Social Care Records are now in use by circa 50% of all care providers (IPC Oxford Brookes report). The momentum continues to accelerate, and CASPA has had a significant input into all major initiatives that are accelerating this trend. Over the past 12 months we have:
 - 1. Continued sharing best practice and case studies with all key stakeholders (DSC, CQC, NHSx)
 - 2. Continued our engagement with NHSx – particularly with regards to their Digital Social Care Records programme

i. ARM (Advanced Resident Monitoring) Working Group

- i. Group set up in 2022. Monthly meetings underway (managed by RW)
- ii. Successful foundations in place and members are engaged
- iii. Agreed any presentations produced within the group are to be made available to the Board
- iv. CASPA members who have formed the working group are: Ally Labs, Whzan, VCare, Docobo and CLB/Adaptive
- v. Objectives to be agreed next week after meeting with NHSx, after which these will be shared with Members

j. Data Working Group

- i. JP, NA and TG to found this working group with TG to lead
- ii. Purposes/terms of reference document being prepared and will soon be shared with Membership
- iii. Members will then be invited to join the working group
- iv. Aiming for the working group to be established early April

k. Future Working Groups

i. Workforce management

- 1. FH to take the lead on this group
- 2. Purposes documentation underway and will be shared with membership
- 3. Members will then be invited to join
- 4. Aiming for the working group to be established by the end of June



Projects

l. NHSX / DPS (to become NHS England)

- i. Funding is in place, ICS Accelerators identified and funding plan expected in April
- ii. Targeting 80% of social care providers and striving to have digital care record interoperability by March 2024
- iii. Targeting 20% of social care to have acoustic monitoring systems implemented by March 2024
- iv. Plans for supplementary suppliers listing

m. CQC

- i. CASPA has achieved the 2021 objective - to have good engagement with CQC around digital strategy in particular
- ii. Now CASPA is actively working with CQC in defining the data standards for remote inspections

n. North Star

- i. CASPA has defined 5 core principles to test any change in processes for social care to be measured against
- ii. CASPA has agreed these standards with Digital Social Care (DSC)
- iii. CASPA has promoted these standards to NHSx and PRSB

o. DSC (Digital Social Care)

- i. Regular meetings remain ongoing
- ii. DSC have signed up to the North Star

p. PRSB / Shared Care Record / MDS

- i. Data working group to be founded to work on this area (see notes above)
- ii. At the forefront for defining information standards to underpinning interoperability across social care and health care
- iii. CASPA facilitated discussions between PRSB and NHSx in defining a common data standard
- iv. CASPA has ensured that social care data needs are included in the shared care record standard

q. GP Connect

- i. CASPA has continued to lobby for access to be extended beyond clinicians throughout 2021
- ii. This culminated in CASPA using their position on the DSCAG to issue a call for action to NHS & DHSC to deliver the extension ASAP
- iii. This was followed up with a CASPA letter to NHSX's CEO Matthew Gould highlighting the "Risk of avoidable harm arising from NHSX delays in authorising social care Registered Managers access to care receiver information via NHS GP Connect".
- iv. After further discussion between NHS, GP representatives, the NDG & CASPA, permission was given at the start of March for tech providers to create a



slimmed down version of the GP record and to provide this to care managers and team leaders across social care.

r. Capacity Tracker

- i. Meetings with Capacity Tracker ongoing and CASPA is continuously engaged
- ii. CASPA expressed concern over the onerous impact on care providers and challenged the team on a number of aspects:
 1. Lack of clarity
 2. Lack of user experience
 3. Lack of understanding of Capacity Tracker's impact on day-to-day operations
- iii. There appears to be some lack of clarity internally at NHSx over the current status of Capacity Tracker
- iv. The Minister had recently expressed concerns over Capacity Tracker

s. Skills for Care

- i. To be one of the focuses for the Workforce Management working group once launched in June 2022

t. DSCAG

- i. CASPA has been one of the most active participants
- ii. Ensuring the realities of software deployment and use are well understood
- iii. Following success of the DPS, and merging of NHSx with the NHS Transformation Directorate, DSCAG will continue as a strategy delivery vehicle for the NHSx Social Care Digitisation Programme
- iv. CASPA is a vocal member and remains well placed to ensure the programme's successful development

Whitepapers

u. Next whitepaper

- i. Expectation is that an objective for each working group (see above) should be the production of a whitepaper which will then be published

AOB

END OF MEETING