



Date: Thursday 23rd June 2022, 10 am -12:30 pm

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 - June 2022**

Agenda:

Board Updates

a. Finance report

- i. Current bank position
 1. £30,082.52 as of 23rd June 2022
- ii. Operating costs budget
 1. £20,000 agreed as per the 2022 membership
- iii. FY 2021-22
 1. Expenditure: £11,872.66 excluding any future adjustments
 2. Income: £25,000

b. CASPA accounts and registered office

- i. Registered office service now moved over to The Registered Office
 1. Registered address updated across all documents and platforms needed
 2. Mail forwarding service is working well
- ii. Kirk Rice remains CASPA accountants
 1. Intention is to move away from Kirk Rice due to their high fees
 2. RW to reach out to Nick Charles from Mapperson Price Accountants to see if they will be suitable for CASPA
- iii. Online banking permissions and responsibilities
 1. Once the discussion on RW's change of role has been discussed and decided upon (outside of Board meeting), a decision on who will take over the responsibility of the CASPA Natwest account, debit cards and online banking will be decided upon



c. Administration Support

- i. CASPA Board agreed to increase GG's monthly retainer to 20 hours per month as of May 2022 to handle increasing administrative tasks
- ii. Microsoft Teams to be used by CASPA in addition to Zoom to allow for across-the-board meeting compatibility with key organisations such as NHS and eliminating issues with attendance and call access

CASPA Board

d. FH return from maternity leave

- i. FH to increase to full time capacity as of July 2022

e. RW's role within CASPA

- i. Following RW stepping down from PCS, the Board discussed the requirement for a separate conversation to be had with the current CASPA Directors to decide upon RW's role within CASPA
- ii. This will take place in the coming weeks and once decided, an updated Terms of Reference to form a job description will be prepared for the role

f. Main Board Terms of Reference

- i. FH flagged some areas that need clarifying in the Main Board Terms of Reference
- ii. FH also raised that if the Board were to make FH a legal Director, the CASPA Main Board Terms of Reference need to be adjusted
- iii. It was therefore decided that the CASPA Board would take this opportunity whilst all together to undertake a thorough review of each clause of the Main Board Terms of Reference, making adjustments as required to ensure the Board is in total agreement with its contents

g. Additional CASPA Board members

- i. JP has been in discussions with someone who has expressed interest in becoming a CASPA Board member in the future
- ii. It was agreed that the Board would prefer not to appoint a new Board Member yet and to stabilise the current Board which is working well



h. Legal and non-legal Directorship

- i. It was agreed that TG's position as a legal Director for CASPA is indeed correct due to her role of Compliance Officer as covered in Main Board Terms of Reference
- ii. It was discussed and agreed that RW's position as legal Director for CASPA needs to be reviewed now that he is no longer part of PCS

Membership

i. Current membership

- i. 43 active members
- ii. 1 application in progress

j. Membership renewals

- i. Outstanding membership fees
 1. £17,500 (35 invoices) as of 23rd June 2022
- i. Members not renewing:
 1. One member has decided not to renew this year as of 23rd June 2022

k. Membership fees

- i. Increasing membership fees for 2023
- ii. The Board agreed that this point can be raised at a Board meeting later down the line, 6 months prior to the next annual renewal

l. Membership growth

- i. Membership benefits landing page
 1. Agreed we definitely need a landing page that showcased the benefits of being a CASPA member
 2. A separate meeting to discuss website changes to take place in coming weeks



m. Membership AOB

- i. It was discussed whether we wanted to reintroduce the publication of Annual Reports for members and prospective members (the last one that was prepared was for the year 2019-2020)
 1. Board were in agreement that this is a good resource for prospective and existing members and that we should create one for the FY just gone and every year ongoing
- ii. The Board discussed CASPA's policy/stance on members who are taken over by a group/umbrella company
 1. Board discussed and agreed that the separate legal entities within a group are valid members and therefore CASPA's processes for the current members whom this applies to remain the same
 2. Agreed that the umbrella group are *not* a member of CASPA by default
 3. To ensure that the above is clear within the CASPA Membership Terms of Reference, the Board agreed upon some adjustments to wording to be made as well as a 'last updated' timestamp to be added

CASPA Events

n. CASPA Networking Lounge

- i. The Board discussed the possibility of a CASPA sponsored networking lounge at upcoming care event(s)
 1. The Board agreed that this sounds like a good idea, with a networking lounge being beneficial for both CASPA members and also the show organisers
 2. The lounge would be a mutual ground for meetings to be held
 3. RW suggested that it's something that is likely to be offered for free or heavily discounted due to CASPA's relationship with the Care Show
 4. Shows to consider included The Care Show - Birmingham NEC in October 2022 & ExCel Health Plus Care in May 2023
 5. RW to reach out to organisations to begin discussions



o. CASPA Hosted Webinars

- i. It was agreed that a North Start related event hosted by CASPA would be discussed in the next Board Meeting in 3 months time
- ii. RW raised that Peter Skinner and NHS Transformation with Tech UK are keen to speak to CASPA members via webinar on various projects and work streams
 - 1. CASPA Board agree this sounds like a good idea to take place and will continue to liaise with Peter Skinner during monthly meetings

CASPA Working Groups

p. Social Care Data Working Group

- i. Two meetings held to date, and is going very well
- ii. The Group now includes Digital Social Care
- iii. Most recent session was attended by DHSC who gave an update on the Long Term Provider Data Collection project

q. ARM (Advanced Resident Monitoring) Working Group

- i. Monthly meetings with NHS Transformation Directorate and monthly CASPA group meetings underway
- ii. The Group are naturally splitting into two areas of interest
 - 1. Care tech providers
 - 2. Acoustic monitoring providers
- iii. The Group is proving extremely productive so far
- iv. One of the objectives for ARM is to ensure that the group informs the NHSX Assured Supplier List

r. Workforce Management Group

- i. The inaugural call took place on 21st June 2022
- ii. The minutes and recording of the inaugural meeting to be circulated to the membership for those who were unable to attend



- iii. It was agreed that the Group would meet monthly
- s. **CASPA's Working Group policy**
 - i. More recent working groups have been open to all members which raised the discussion as to whether the wider CASPA membership should be invited to join/attend ARM working group?
 - ii. It was agreed this is an individual decision for each working group and down to the Board Member who is leading that particular group

End of Meeting