

MEMBERSHIP TERMS OF REFERENCE



VALID FROM: 01/06/2023

WWW.CASPA.CARE

ABOUT CASPA

CASPA is the representative body for software providers serving the social care sector in the UK. The association is a not-for-profit Community Interest Company (CIC) and our objectives are:



Promote and continue growth of the use of digital technologies in the social care sector to improve the quality of care delivered



Promote advances in the digital information flow across social care to provide openness and transparency of care being provided



Lobby parties outside social care to improve the digital information flow between social care and others, in particular the NHS



Create standards, such as those for electronic information transfer, where such standards do not currently exist



To create a framework to assist in providing service continuity for members' customers



Since its launch in 2019, CASPA has gained recognition from statutory bodies including DHSC, NHSX, NHS Digital, as well as from care sector organisations including the Care Provider Alliance and Digital Social Care. This has resulted in proactive collaboration with these organisations on a number of important workstreams relevant to the care sector.

YOUR MEMBERSHIP

As a CASPA member your organisation can:

HAVE A VOICE on a wider platform through representation of member interests at key forum attended by policy makers and other care sector influencers.

SHARE IDEAS AND INSIGHTS with like-minded organisations and have access to greater learning opportunities.

GET INVOLVED IN PROJECTS at a national or local level that suit your product offering, therefore gaining opportunity to contribute to developments in your chosen area of focus.

CONTRIBUTE TO WHITE PAPERS and development of guidance issued by CASPA for dissemination with relevant industry bodies and care providers.

ATTEND SELECT EVENTS where you will have the opportunity to interact with care policy leaders.



THE FEES

As from 1st June 2020, the annual membership fee (1st June - 31st May) per organisation is **£750**.

From 1st June 2020, new members are required to pay a one-off joining fee of **£100** in addition to the annual membership fee.

Fees are payable via Direct Debit and billed annually.

Annual membership fees are reviewed each March/April and subject to change in June.

For more information, please contact the CASPA Membership Team on: membership@caspa.care.



WORKING METHODS

QUARTERLY BOARD MEETINGS to decide on objectives and monitor progress.

ANNUAL GENERAL MEETING to review performance and report on agreed metrics.

REGULAR UPDATES AND MINUTES will be circulated to members.

CASPA will play a proactive part in relevant **WORKING GROUPS**.

MEMBERSHIP CRITERIA



MUST BE A UK REGISTERED COMPANY



PROVIDE SOFTWARE TO THE SOCIAL CARE SECTOR



HAVE BEEN TRADING FOR AT LEAST 2 YEARS

Executive Board has the discretion to remove any organisation from its Membership if they don't meet the Code of Conduct.

CODE OF CONDUCT



Members of the Association are accountable to the CASPA board and agree to comply with association codes of conduct where required.



All members are bound by a mutual non-disclosure agreement, whereby anything learnt about a competitor member as a result of CASPA cannot be used for commercial benefit.



All members agree that the purpose of CASPA will not be undermined by their actions or communications.



It is expected that all CASPA members will speak positively to third parties about any member or potential member.



In order to ensure that CASPA operates efficiently, membership fees are charged annually in advance and must be paid within no more than 30 days of receipt, ideally immediately.



Any member is free to leave CASPA at anytime, but membership fees are not refundable.



THE LEGAL STUFF

INFORMATION SHARING

In order to fulfil its purpose, CASPA will from time to time request members to share information. All information shared with CASPA will be treated confidentially and will only be used for the stated purpose at the time of the request being made. Members are not obliged to share any information with CASPA. Where a member chooses to share information, they will be fully informed of its use and any reports arising out of the information will be made available to the contributing member(s) for their own use. It is the responsibility of member sharing information to ensure that they have the necessary authority share information.

INTELLECTUAL PROPERTY

As a CASPA member, you may gain access to commercially sensitive information about other members through joint involvement in key projects. No member is expected to use such access to gain a competitive advantage over another. Any member deemed to have infringed the intellectual property rights of another may be subject to action brought against them and CASPA will not be liable for any such infringement.

AGREEMENT

If approved for membership, you agree to observe CASPA's membership Terms of Reference and to support the CASPA's objectives and purpose as stated above. Should your application for membership be accepted, you will be notified by email of your admission and membership renewal date. If admitted to be a member, you agree that CASPA may reference your organisation as a member, including your service offering, to make available specific opportunities to you such as participation in select events or for the purposes of furthering wider CASPA objectives. You may withdraw from membership at any time by giving a minimum of 2 months' notice. No fees will be refunded to members wishing to end their membership in-year. Prior to each renewal period, we will contact all members to confirm fees for the renewal period. Should a member be found to have breached the membership Code of Conduct, they will be removed from CASPA's membership and will not be liable a refund. The membership Terms of Reference may be updated from time to time as necessary and the most recent version will always be found on the CASPA website. Members will be notified whenever a material change is made to the Terms of Reference. By paying your membership fees, you agree to being bound by these terms and any future updates to them as may be notified to you, from time to time, for the duration of your membership.

CASPA is the trading name of the Care Software Providers Association C.I.C, a private company limited by guarantee without share capital – a Community Interest Company (CIC) registered in England under company number: 11882995.



Care Software Providers Association

If you are unsure if your organisation is eligible or you have any questions about CASPA membership, please don't hesitate to reach out to the Membership Team:



caspa.care



membership@caspa.care

