

## Corporate Management Team (CMT)

There will be a meeting of **Corporate Management Team** in the **Saltire Room, Balfour Hospital, Kirkwall** on **Tuesday 24 March 2015** at 2.00 pm

Cathie Cowan  
Chair

### Agenda

**Shirley Rogers, Director of Workforce, and Ian Findlay, Scottish Government will be attending 2 to 3 pm**

Item	Topic	Lead Person	Purpose
1	<b>Welcome and Apologies</b>	Chair	To <u>note</u> apologies
2	<b>Declarations of Interest - Agenda Items</b>		To <u>record</u> any declarations of interest with regard to agenda items
3	<b>Minute of previous meeting held on 24 February 2015</b>	Chair	To check for accuracy and <u>approve</u>
4	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• Podiatry Review</li> </ul>	Chair	To <u>seek assurance</u> that actions from the previous meeting have been progressed
5	<b>Action Log</b>	Chair	To <u>monitor progress</u> against the actions due by the meeting date and to agree corrective action where required
6	CMT Away Day Outcomes	Chief Executive	To <u>consider</u> outcomes from CMT away day including budget setting process for 2015/16 and <u>endorse</u> emerging priorities and non recurring funding to support transformational change projects
7	Financial Report	Head of Finance	To <u>consider</u> recommendations
8	Integration Scheme	Chief Executive	To <u>note</u> the final draft Integration Scheme
9	<b>Draft Internal Audit Plan 2015-2016</b>	<b>Head of Finance</b>	<b>To discuss the draft Internal Audit Plan</b>
10	Internal Audit Follow Up Report -	Head of Finance	To <u>review</u> and <u>agree</u> updates for reporting to the Audit Committee

Item	Topic	Lead Person	Purpose
11	Internal Audit Reports:		To review and note actions
a)	Performance Management		
b)	Agency Locums		
12	Implementation of e:ESS	Head of Human Resources Services	To note and agree switch
13	<b>To Review and Provide Feedback</b>		
13.1	Public Records (Scotland) Act 2011 Project update	Project Manager	To review update
13.2	Delivering the Board's Paper Light Vision Scoping	Head of eHealth / Project Manager	To <u>review</u> and <u>agree</u> a way forward in line with Our Orkney, Our Health – transforming service programme
13.3	Physio Review position Paper	Lead AHP	To <u>review</u> update
13.4	AHP In Hours Service to Accident and Emergency	Lead AHP	To review and consider supporting the recommendations within the report and agree further piece of work required
14	<b>Any other competent business</b>		
	None identified		
15	<b>Items for Information</b>		To review and note reports
15.1	NOS Acute Trauma Care Programme - Resources to Implement	Service Improvement Coordinator	
15.2	Board and Governance Committee Agendas for future meetings (initial or final):	Chief Executive	
	<ul style="list-style-type: none"> <li>• Audit – 24 March 2015</li> <li>• Finance and Performance – 31 March 2015</li> <li>• Board 26, 30 March and</li> </ul>		

Item	Topic	Lead Person	Purpose
	23 April 2015		
15.3	Schedule of Meetings 2015/2016		Note clashes with OH&C meetings – can we start CMT at 8.30 on these dates 9 June / 8 September / 10 November (Project Implementation Board meetings scheduled in the afternoons)