

Caroline Harrington - Assistant Business Manager

From: Fiona Cameron - General Manager
Sent: 13 November 2001 10:02
To: Caroline Harrington - Assistant Business Manager
Subject: FW: CHI SECOND DOCUMENT REQUEST

-----Original Message-----

From: Fiona Cameron - General Manager
Sent: 13 November 2001 09:45
To: Jane Parvin - Senior Personnel Manager
Cc: Maureen Mills - Personnel Manager
Subject: CHI SECOND DOCUMENT REQUEST

Have just received and they are asking for the following with a deadline of the 23rd so I would need by the 22nd. Have briefly mentioned to Maureen and am copying this to her so she can make a start. Hope thats ok?

1. INDUCTION PROGRAMME - probably a selection if we have them between 1998 and now.
2. Gp contracts for Trust working - via Peter I imagine.
3. Vacancy levels 1998-2001 for Sultan Daedalus and Dryad
4. Sickness levels 1998-2001 for Sultan Daedalus and Dryad.
5. Staff appraisal guidelines 1998-2001.
6. Core care info and previous organisations info.

FIONA