

Caroline Harrington - Assistant Business Manager

From: Caroline Harrington - Assistant Business Manager
Sent: 19 December 2001 09:18
To: Code A
Subject: Timetable of interviews - 7-11 January 2002



TIMETBLE.DOC

Julie

Attached is the timetable of interviews as it currently stands. There may be alterations if interviewees have difficulty attending on the date/time I have proposed. However, as requested, I will forward you the definite timetable one week prior to the 7th January (happens to be new year's eve!).

If you have any queries please don't hesitate to contact me.

Happy Christmas.

Caroline

Betty Woodhead



~~Barton~~

Code A

John Loch.

Shirley Hallinan. Wendy

Christine Joice. ~~Christine~~

Jane (Fry) Ledgister Jordan.

SMT - Pharmacy Dept.

Paula / Jeff same envelope.

Code A

→ Jeff & compliments slip

Beasley / Brook → GP Practice.
Barton ^{Knapman}

~~Cath Phillips~~ ✓

Rosemary Crane → PHT ^{Wendy Jordan phone no 12112.}

Code A

Pharmacy
SMT.

CHI visit 7-11 Jan. 9-1 Mon

Interview rooms - water & Rosie

1. (A) A2016. mtg rm.
2. (B) A2017. Bridgit Howe's office.
3. (C) A2018. Tomi Scannell's office
4. ~~At ~~conference room (downstairs)~~~~
5. Affairs office A1009.

Seminar in - Tea / coffee - flask.
water Rosie

? how many

lunch - sandwiches + OJ. - Rose
fruit.

Toilets - located. - 2 upstairs.
1 downstairs.

Signage.

Waiting area for staff. chapel.
+ bench.

CHI - badges?

Poster - Gen office.

No of CH1 people - Sandwiches

Exactly what is required

eg. Orange Juice
Sandwiches (veggie
? fruit option)

Plan - Showing plan of
interview rooms,
seminar room + toilets.

Staff letter - report to
General office.

? CH1 badges for Security

8:30am - doors unlocked.

Anne's Hill Rd
 Parking? Thoringate Hall.
 + walk across.
 Taxi?

Anne's Hill Rd - best for
 parking but need to be
 here by 8.30am.

Phone calls from interview
 rooms to us in General
 office.

X2225 + X2227.

Hash interview phones
 two' to other offices.

fire procedure +
 toilets. Crash team 6666.
 Intermittent - carry on
 Continuous - congregate in
 Bury Rd.

~~XXXXXX~~ / refreshments.

Jeffrey Saunders: 2233
ban

Meeting in Seminar rm?
in morning of 7/12?

Kellie - Ann. - taxi
- water
-

Thanks for letting me know

8.

Dr

Julie

Nurse

Kellie - Anne


C. Exec

Anne

Lay

~~XXXXXXXXXX~~

PAM

order 

Conversation c)
 Kellie - Ann^d 11/12/07.
 Holiday Inn -
foreham.

- Disabled members of team?
- Confirm no? cater for 8. (No.)
- Taxi? method of transport to GwmH. - Taxi
- 7 letters please - 1 - Julie Miller.
- Hotels - old Codge, Osborne view.
- Badges - they will wear their own.

Rough Draft schedule