

Other Document Form

Number

165

Title EMAIL FROM Code A TO CHARLOTTE ORAF RE EMPLOYEE LIST
(Include source and any document number if relevant) AMENDMENTS

Receivers instructions urgent action Yes / No

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

Receiver	
Code A	
O/M	SIO
Indexer	

When satisfied all action raised Office Manager to endorse other Document Master Number Form.

Code A

From: Charlotte Oraf - Personnel Manager [Charlotte.Oraf@porthc-tr.swest.nhs.uk]
Sent: 17 February 2003 12:25
To: **Code A**
Subject: FW: Employees from GWMH - confidential

Importance: High
Sensitivity: Confidential



Employees5.xls

> -----Original Message-----
> From: Charlotte Oraf - Personnel Manager
> Sent: 17 February 2003 12:18
> To: 'owen.kenny@hampshire.pnm.police.uk'
> Cc: Jane Parvin - Personnel Director
> Subject: Employees from GWMH - confidential
> Importance: High
> Sensitivity: Confidential
>
> Owen,
>
> Please find attached a list of employees who worked at GWMH between 1990
> and 31st March 2002 according to our IPS system. There are duplicates for
> each employee on the spreadsheet and I have not finished filtering the
> data down yet.
>
> There are several different payscale codes (i.e. NP06 / HA22) which will
> indicate the employees job role (i.e. HCSW / registered nurse) - it is
> probably best if I explain these to you on the phone as you start to
> analyse the data.
>
> I am waiting for a list of Clinical Assistants from our medical staffing
> department. As soon as this comes through I will forward this through.
>
> Please let me know if you have any queries with the spreadsheet
>
> Kind regards
>
> Charlotte
>
> Charlotte Oraf
> Personnel Manager
> Fareham and Gosport PCT
> **Code A**
>
> "This e-mail message and any files transmitted with it are confidential
> and intended solely for the use of the addressee. This communication may
> contain material protected by law from being passed on. If you are not the
> intended recipient and have received this e-mail message in error, you are
> advised that any use, dissemination, forwarding, printing, or copying of
> this e-mail message and any files transmitted with it is strictly
> prohibited. If you have received this e-mail in error, please contact the
> sender."
>
> <<Employees5.xls>>
>
>
>
>

Code A

From: Code A
Sent: 19 May 2003 15:21
To: 'Charlotte Oraf - Personnel Manager'
Subject: RE: Employee list amendments

Follow Up Flag: No Response Necessary
Flag Status: Flagged

Thanks Charlotte, I've been through the list and identified 24 names. I'll do my best to prevent them from being contacted.

Regards,

Owen.

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

From: Charlotte Oraf - Personnel Manager
[mailto:Charlotte.Oraf@ports.nhs.uk]
Sent: 19 May 2003 15:18
To: Kenny, Owen
Cc: Jane Parvin - Personnel Director
Subject: Employee list amendments
Importance: High

Owen,

Just to confirm our conversation earlier today.

An error has occurred on the spreadsheet you have for GWMH employees 1990 - present. Some employees working in Elderly Mental Health in Redcliffe House have been incorrectly shown on the spreadsheet.

I am currently working on a list of those employees to be taken of the list and will forward it as soon as it is complete (should be end of this week).

In the meantime, please do not contact those employees listed with '21CGFGWMRED' in the post column, until I have forwarded an amendment to you.

Many thanks for your help

Charlotte Oraf
Personnel Manager
Fareham and Gosport PCT

Code A

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>
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