

Other Document Form

Number

164

Title E MAIL FROM CHARLOTTE OLAF RE EMPLOYEE LIST AMENDMENTS

(Include source and any document number if relevant)

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)

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@ports.nhs.uk]
Sent: 19 May 2003 15:18
To: **Code A**
Cc: Jane Parvin - Personnel Director
Subject: Employee list amendments

Importance: High

Follow Up Flag: No Response Necessary
Flag Status: Flagged

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 '21CGFGGWMRED' 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

> "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."
 >
 >