

PORTSMOUTH AND SOUTH EAST HANTS HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 24th August 1989.

THOSE PRESENT

Mr. Abbotts
Mrs. Paxton
Mrs. Hall
Mrs. Proudfoot
Mrs. Evans
Mr. Saunders
Sister Green
Sister Goldsmith
Staff Nurse
Mrs. Hayward
Sister Lock
Mrs. Buxey
Sister Hunter
Mrs. Exton

65/89 APOLOGIES Sister Joines
Sister Nicholls
Sister Robertson

66/89 MINUTES OF THE MEETING HELD ON Thursday 27th July 1989 were accepted as correct.

67/89 MATTERS ARISING

44/89/b/1d Pay Awards - Admin and Clerical

Mr. Abbotts informed the group that the Admin. and Clerical Pay Awards had now been agreed. It was noted that the Awards equated to around 6.5% and would be paid with the August salaries with the back pay in September salaries. It was also noted that in addition to this a revised grading structure came into operation as from the 1st April 1989. The key features of the new structure is a new ten point grade which replaces the numerous existing scales.

68/89 LOSS REPORTS

Mr. Abbotts reminded the group of the importance of reporting any items of loss immediately it is discovered. It was noted that Loss Report forms are available from the General Office.

69/89 TRAVELLING FELLOWSHIP 1989/90

The group were informed of the availability of this years Travelling Fellowship. Mr. Abbotts agreed to circulate copies of the relevant details.

70/89 HOSPITAL STATIONERY

Mr. Abbotts asked those Heads of Departments who were not already doing so to only request stationery items from the General Office on a weekly basis unless it is an emergency.

Minutes of the Gosport HODS meeting Thursday 24th August 1989 continued....

71/89 TEAM BRIEF

a) Core Brief

Mr. Abbotts briefed the Heads of Departments on the core information following which copies were circulated to those present.

b) Local Brief

i) Senior Management Changes

It was reported that John Henly Community Unit General Manager will be seconded to District for a year in order to undertake work on aspects of the Government White Paper. During this period of time he will remain involved in the Community Units Planning issues, all other aspects of the Community Units General Management post will be undertaken by Tony Horne as the associated Unit General Manager. Interim arrangements to cover the Portsmouth City Local Managers post is under consideration. It was further noted that Tom O'Doherty currently the Unit Personnel Officer is to become the Unit Resource Management and Information Manager and Denise Farmer will act as Unit Personnel Officer for the time being.

ii) Personnel Pay Computer System/Supplies Information System

To help with the implementation of the above new systems a Project Assistant has been appointed on a Fixed Term Contract.

iii) Asset Registers

Mr. Abbotts reported that currently work was being undertaken within the District to produce Asset Registers which comprises of all equipment etc. within operation that costs over £1.000 and has a life span greater than 12 months.

iv) Community Nurse Changes

It was noted that a meeting with the representatives of the HVA, RCN, NUPE, NALGO and COHSE has been arranged for 1 September in order to discuss the relevant proposals with regards to the re-structuring of the Community Nursing Service.

72/89 ANY OTHER BUSINESS

1 Laundry Upgrade

Mr. Abbotts informed the group that the work relating to the Laundry Upgrade at Redclyffe Annexe would hopefully be scheduled to commence the end of October with a completion date of early December. It was noted that during the upgrading period alternative arrangements for the laundering of personal clothing would have to be made.

2 New Computer Systems

It was noted that in preparation for the new Personnel Pay Computer and the Supplies Information Systems a new Computer Terminal will be based at Gosport War Memorial Hospital on the 1st floor.

Minutes of the Gosport HODS meeting Thursday 24th August 1989 continued.....

3 Blake Nursing Home

Mrs. Buxey asked if there was any further development on the disposal of Blake Nurses Home to the Mental Health Unit. Mr. Abbotts stated that no definite decision had yet been made on the future of this building.

4 Maternity Representative at Heads of Departments

Following a question raised by Mrs. Exton it was confirmed that in the future Sister McConnell would represent Blake in the absence of Mrs. Exton at the Gosport Hospitals Heads of Departments.

5 Wheelchairs

Following a question raised by Mrs. Proudfoot with regards to the footplates of wheelchairs Heads of Departments were reminded that they should instruct their staff to replace any wheelchair footplates they remove.

6 New Menus

Mr. Saunders asked Heads of Departments if they would collate by Ward any problems they had relating to the new menus. This information would be useful when we discuss any future proposed changes to menus.

7 Emergency Procedure in the Event of a Failure of the Telephone System

Mr. Abbotts circulated an updated Procedure relating to the above.

73/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 28th September 1989 at 12.15p.m.

Mr. W. M. Hooper
CC Log

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

MEMORANDUM

<p>FROM: Treasurer</p>	<p>TO: See Distribution List Below</p>
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Your Ref.

My Ref.

AB/MS/a1 - Ext. 4702

24th July, 1989

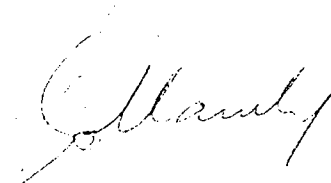
Travelling Fellowships 1989/90

As in previous years, money is to be made available from Trust Funds to finance some travelling fellowships. The purpose of this memorandum is to ask you to inform your staff of this opportunity and I have attached a supply of application forms.

The basic criteria for any application is that the project should be of benefit to either this District or the National Health Service generally. Completed application forms have to be accompanied by essays of approximately 1000 words in support of the project and should be sent to Mr. Burrows, Assistant Treasurer (Financial Accounting) by the 30th September, 1989. The various applications will then be examined and a decision made by the District Health Authority in November, 1989 as to which applications will be supported.

As this opportunity is open to all members of staff, I should be grateful if you would ensure that all your staff are aware of it. Any queries you, or they may have, should be addressed to either the Assistant Treasurer (Financial Accounting) or the District Personnel Manager.

Thank you for your help in this matter.



Distribution:-

All Unit General Managers
 Director of Nurse Education
 Divisional Supplies and Services Manager
 District Personnel Manager
 Head of Planning

c.c Mrs. N. North, Community Tutor, School of Nursing

Copies to
 COMT Mem.
 D+L?
 CC SA
 CC SA
 HC Mgr.
 26/7.



Head of Department

I agree that the proposed research will be of benefit to the N.H.S. and that suitable arrangements have been made to cover any absence.

Signed..... Date.....

Position.....

FOR OFFICIAL USE

Costs checked.....

Further information requested.....

Date Project submitted to D.G.M.....

Successful YES/NO/DEFERRED

Applicant notified.....

AB/MAS4travfel form
Treasurer's Department
7th July, 1988