

* Would you like a ¹⁹⁹⁰ summer dance?
DISTRIBUTION

J. Martin ^{NO} J. Martin 7/19/89

C. Mills CAM 6.7.89

V. Nicholson ^{NO} V. Nicholson

M. Epps ^{*yes NO} M. Epps

J. Baker ^{NO} J. Baker 6/7/89

L. Pengelly ^{NO} L. Pengelly 5/7/89

C. Webb ^{YES} C. Webb 11/7/89

M. Thompson ^{NO} M. Thompson

K. Close K. Close 5.7.89

Lobban ^{YES} D. Lobban

J. Holt J. Holt

C. Draper C. Draper YES

~~K. Hillier~~

B. Quinn B. Quinn YES

Please return to Rosemary Paxton Gen. Office

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 29 June 1989.

Those Present

Mr Abbotts
 Mrs Paxton
 Mrs Hall
 Mrs Proudfoot
 Sr Hunter
 Mrs Evans
 SN Mann
 Mr Saunders
 Sr Broughton
 SN Aldridge
 SN Hamblin

47/89 APOLOGIES

Sr Green
 Sr Goldsmith
 Sr Joines
 Mrs Hayward
 Sr Nichols
 Sr Robertson
 Sr Lock
 Mrs Exton

48/89 MINUTES OF THE MEETING HELD ON Thursday 25 May 1989 were accepted as correct subject to the following amendments.

44/89/b/iv Pay Awards- Admin and Clerical

The 6.5% pay award has been offered but has not yet been accepted.

49/89 MATTERS ARISING45/89/2 League of Friends

Mr Abbotts informed the group that the League of Friends had raised in the region of £766.97p at the Summer Fete held on 24 June. He went on to thank all those who participated in helping to ensure the day was a success.

45/89/3 Wards Names

Mr Abbotts informed the group that because the new hospital development is due for commencement next year, it has been decided that the names chosen for the wards would be left in abeyance until the new complex is completed.

50/89 SALARIES AND WAGES

Mr Abbotts informed the Heads of Departments of the implementation of a new Salary and Wages Enquiry Form which had been designed for members of staff to complete and forward to the Salary and Wages Department should they have a pay query. During the discussion it was noted that supplies of the Enquiry Forms are now available via the General Office. It was also noted that the list of dates when salaries would be credited to staff bank accounts was in the process of being produced.

Minutes of the Gosport HODS meeting 29 June continued

51/89 CHRISTMAS 1989

After a general discussion on the staff Christmas arrangements for 1989, the following was agreed:-

That this year a drop-in style Christmas function would be held within the Hospital for members of staff.

It was agreed that the Heads of Departments would obtain the feelings of their staff, for the September meeting with regard to holding a Summer Dance during 1990.

52/89 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) New Post

Mr Abbotts informed the Heads of Departments that the following posts had now been agreed for the Community Unit.

- Fire Officer
- Training Officer

ii) Accident Reports

Mr Abbotts reminded Heads of Departments of the importance of reporting all accidents of patients, staff, visitors and Contractors immediately to the person in charge and the completion of the appropriate Accident Form. It was further noted that a new style Accident Reporting Form was being piloted within the District as from 1 July and that St Christopher's would be undertaking the pilot on behalf of the Community Unit.

iii) Additional Work Schemes

Mr Abbotts informed the Heads of Departments that the additional schemes for the Gosport Hospitals would include:-

A new School Health Filing System

A new installation of an emergency generator at Redclyffe Annexe.

Following a general discussion it was also noted that some of the minor schemes would also be completed during this financial year, which included works relating to the main hospital kitchen, staff dining room and patients clothing store on the Male Ward.

iv) Income Generation

Mr Abbotts informed the Heads of Departments of the availability of a curtain made-up service available from the Upholstery Department. Mr Abbotts agreed to circulate Heads of Departments with additional information on this service.

Minutes of the Gosport HODS meeting 29 June continued

iv) Nursing Appeals

It was noted that further dates were presently being arranged in order to hear the outstanding Nurses Grading Appeals.

53/89 ANY OTHER BUSINESS

1 Cleaning Schedules/Male Ward

Sister Broughton asked if an additional clean of the Male Ward could be made after the evening meal as there seems to be a number of food spillages. It was agreed that Mrs Evans would look into the cleaning schedule to see if any lee way could be made in this instance.

2 X Ray

Mrs Proudfoot mentioned whether a cost could be levied against Consultants etc who request the use of X-Rays connected with private work. Mr Abbotts agreed to look into this suggestion.

3 Fire Exit

Sister Hunter asked whether the Fire Exit door leading from the Outpatients area could be cleaned. Mrs Evans agreed to take this matter up with the Senior Domestic.

4 Security Grill

Following a general discussion on the security grill in Outpatients Department, it was agreed that Mrs Paxton would inform the Porters to leave the grill down until 7.30 in the morning.

5 Photocopier

It was agreed that the Medical Records Department would inform the relevant Departments when the Photocopier was back in use following the various repairs, rather than the Departments 'phoning the Medical Records Department.

6 Health Centres Co-Ordinator

Mr Abbotts informed the group that Mrs Francesca Buxey had been appointed to the Health Centres Co-Ordinators Post and will be taking up her duties as from Monday 1 July 1989.

7 Personnel Function

It was noted that Mrs Margaret Thompson - Personnel Clerk could now be contacted on Extension 344.

54/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 27 July 1989, at 12.15.