

DISTRIBUTION

J. Martin

J. Martin

C. Mills

Carol Mills 24.4.89

V. Nicholson

VN

M. Epps

ME 27/4/89

J. Baker

J.P. Baker 25.4.89

L. Pengelly

L. Pengelly 25/4/89

C. Webb

C. Webb

M. Thompson

M. Thompson

K. Close

K. Close

D. Lobban

D. Lobban 25.4.89

J. Holt

J. Holt

C. Draps

C. Draps

K. Hinton

K. Hinton

B. Quinn

B. Quinn

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 20 April 1989.

Those Present

Mr Abbotts
 Mrs Paxton
 Mrs Hall
 Mrs Proudfoot
 Mrs Hayward
 SN Aldridge
 Mr Saunders
 Mrs Evans
 Sr Nichols
 Sr Green
 SN Mann

28/89 APOLOGIES

Sr Joines
 Sr Goldsmith
 Sr Robertson
 Sr Lock
 Sr Hunter
 Mrs Exton
 Miss Young

Mr Abbotts welcomed Mrs Christine Hayward to her first HODs Meeting.

29/89 MINUTES OF THE MEETING HELD on Thursday 23 March 1989

Insert Staff Nurse Woodland to be included in those present. This amendment being made the minutes were accepted as being correct.

30/89 MATTERS ARISING

25/89/ii Equipment

It was noted that all Heads of Departments had now received their Equipment Register Requests for 1989/90. Mr Abbotts asked if these could be completed and returned to him as soon as possible.

31/89 DOMESTIC SERVICES

Mr Abbotts outlined the three month trial of the revised management of the Domestic Services, during which it was noted that Elaine Wyatt has now undertaken the role of Senior Domestic.

32/89 NEW MENUS

Mr Abbotts informed the group that the implementation of the new menus would commence on Sunday 7 May 1989, unfortunately we have been let down by the printers who had not perforated the menu sheets and also had printed them on 'flimsy' paper. Heads of Departments were asked therefore to bear with us while existing stocks remained.

Minutes of the Gosport Heads of Departments meeting held 20 April 1989 continued

33/89 LAUNDRY

Mr Abbotts announced that the laundry area at Redclyffe Annexe would be totally up-graded including new machinery during this calendar year.

34/89 STORES

a) Bank Holiday

Mr Abbotts reminded Heads of Departments of the Stores arrangements for the May Bank Holiday.

b) Containers

Mr Abbotts informed the group that the Supplies Department were asking for our co-operation in ensuring that all cages and green boxes were returned to the Supplies Department.

35/89 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) Clinic Waiting Times

Mr Abbotts informed the group that new signs had been ordered within the Unit which would be displayed in patient waiting areas, informing the patients that Health Authority staff should be keeping them aware of any delays that are occurring within the clinic's scheduling times.

(ii) Pay Awards

a) Nursing

It was noted that the pay award of 6% had now been agreed for the Nursing Staff as from 1 April 1989.

b) Ancillary Staff

The outcome of the pay awards for Ancillary Staff were still awaiting.

(iii) Catering Performance

The Catering Staff were to be congratulated on the results of the recent catering performance review which showed that we were in line with the regional standards.

(iv) Supplies

It was noted that a new computer for processing requisitions would be implemented within the District in the not too distant future, training of appropriate staff would therefore take place sometime in the Summer. Mr Abbotts agreed to keep Heads of Departments informed on this matter.

Minutes of the Gosport Heads of Departments meeting held 20 April 1989 continued.

(v) Bomb Threat Procedure

Mr Abbotts agreed to circulate copies of the new Bomb Threat Procedures to all Heads of Departments.

(vi) Northcott Annexe

Mr Abbotts informed the group that as from 1 May 1989, Sister Green would be reverting back to full-time Sister of Redclyffe Annexe, and as from the same date Sister Robertson would be taking over the Ward Management of Northcott Annexe on a temporary basis in addition to her present role as Relief Sister. Thanks were issued to Sister Green for her help at Northcott over the past 16 months and at the same time best wishes were issued to Sister Robertson for her role during this temporary period.

36/89 ANY OTHER BUSINESS

1 Open Day - Stubbington

Mr Abbotts informed the group that an Open Day was being held at the Crofton Community Centre on Friday 21 April 1989, between 10am and 4pm. The purpose of the day was to promote the Health Service facilities that are available to the people of Stubbington.

2 Alcohol Policy

Mr Abbotts informed the group that a new Alcohol Policy was in the process of being prepared and that the District Alcohol Adviser would be visiting the Hospital on 13 June 1989, in order for staff to obtain more information on this subject.

3 EEC Placement

Mr Abbotts informed the Heads of Departments that an EEC student would be visiting the Unit on 9 May 1989.

4 League of Friends

Mrs Paxton asked the Heads of Departments for their co-operation in selling raffle tickets for the League of Friends, following which, tickets were distributed to Heads of Departments.

5 ECG Department

It was reported that Lizzy Beasley will be leaving the Hospital at the end of May 1989, details of a replacement were still awaiting.

6 Ants

SN Mann reported that the ants had returned to the Female Ward, it was noted however that the relevant details had been reported to the Pest Control Company.

37/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 25 May 1989 at 12.15.

POST MEETING NOTE

There will be an increase in some of the staff meal charges as from Sunday 1 May 1989, the revised Price List is located on the notice board outside the kitchen.



DEPARTMENT OF HEALTH AND SOCIAL SECURITY
Hannibal House Elephant and Castle London SE1 6TE

Telex 883669

Telephone 01-703 6380 ext
GTN (2916)

Mu W M Hooper
copy all 1 ARSOTS 1714/89
Copies to VPO
(MS)

To: General Managers/Administrators of:
Regional Health Authorities
District Health Authorities
Family Practitioner Committees
Special Health Authorities

Your reference: *12/4*
Our reference: GWI 11

Date: 5 April 1989

Secretaries of:

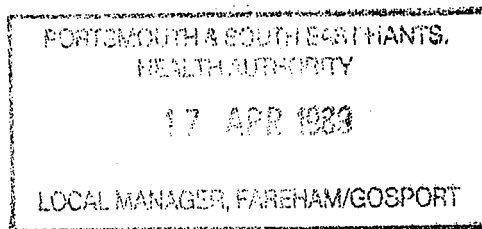
The Prescription Pricing Authority
The Public Health Laboratory Service Board
The Central Blood Laboratories Authority

The Clerk of:

The Dental Estimates Board

The Chief Executive of:

The NHS Training Authority



Dear Sir/Madam

APPENDIX B LIST OF RECOGNISED STAFF ASSOCIATIONS

1. The General Whitley Council has agreed an amendment to Appendix B of the GWC Handbook. This is incorporated in the attached replacement page which should be inserted in the Handbook and registered as GWC Handbook Amendment No.56.

SECRETARY OF STATE'S APPROVAL

2. This arrangement has been approved by the Secretary of State under Regulation 3 of the National Health Service (Remuneration and Conditions of Service) Regulations 1974 (SI No 296) and under paragraph 11 of Schedule 3 to the National Health Service Act 1977.

ENQUIRIES

3. Enquiries about the contents of this letter should be addressed to the appropriate Regional Officers. Employees should direct their personal enquiries to their employing authority.

DISTRIBUTION

4. Additional copies of this letter are enclosed for Treasurers and Personnel Officers. Authorities are requested to make their own arrangements for any additional copies they require.

Mu W M Hooper
file 11

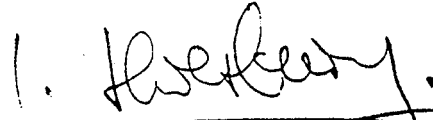
DESTRUCTION DATE

5. This Advance Letter need not be retained more than two years after the date of this letter.

ADMINISTRATIVE NOTE

6. This is the first (GC) Advance Letter for 1989. The last issued for 1988 was (GC)7/88.

Yours faithfully



I JEWESBURY
Assistant Secretary

4633d/109

ADVANCE LETTER (GC) 1/89

AMENDMENT NO 56

The Secretary of State for Health in exercise of his powers under Regulation 3 of the National Health Service (Remuneration and Conditions of Service) Regulations 1974 (SI 1974 No 296) and under paragraph 11 of Schedule 3 to the National Health Service Act 1977 has approved the agreement of the General Whitley Council set out in the revised Appendix B of the Handbook which is attached.

This approval is addressed to Regional Health Authorities, District Health Authorities, Special Health Authorities, Family Practitioner Committees, the Public Health Laboratory Service Board and the Dental Estimates Board.

Signed by authority of the
Secretary of State for Health



I JEWESBURY
Assistant Secretary

5 April 1989

4633d/98

APPENDIX B

LIST OF RECOGNISED STAFF ORGANISATIONS

Amalgamated Union of Engineering Workers
 Association of Clinical Biochemists
 Association of British Dispensing Opticians
 Association of NHS Officers
 Association of Optometrists
 Association of Supervisors of Midwives

British Association of Occupational Therapists
 British Dental Association
 British Dietetic Association
 British Medical Association
 British Orthoptic Society

Chartered Society of Physiotherapy
 Company Chemists Association Ltd
 Confederation of Health Service Employees

Electrical, Electronic, Telecommunication and Plumbing Trades Union

General, Municipal, Boilermakers and Allied Trades Union

Health Visitors Association
 Hospital Physicists' Association

Manufacturing, Science, Finance

National and Local Government Officers Association
 National Pharmaceutical Union
 National Union of Public Employees

Pharmaceutical Standing Committee (Scotland)

Royal College of Midwives
 Royal College of Nursing of the United Kingdom

Scottish Health Visitors Association
 Scottish Committee of Optometrists
 Socialist Health Association
 Society of Administrators of Family Practitioners Services
 Society of Chiropodists
 Society of Opticians
 Society of Radiographers

Transport and General Workers Union

Union of Construction, Allied Trades and Technicians
 Union of Shop, Distributive and Allied Workers