

DISTRIBUTION

- J. Martin H/M. 29/11/88
- C. Mills CAM 30/11/88
- V. Nicholson SUN 1-12-88
- M. Epps M Epps 30/11/88
- J. Baker J.P. Baker 1/12/88
- L. Pengelly L Pengelly 29/11/88.
- C. Webb C Webb 30.11.88
- M. Thompson M Thompson 1/12
- K. Close K Close 30.11.88
- D. Lobban D Lobban
- J. Holt J Holt
- C. Draper C Draper
- K. Hillier K Hillier
- B. Quinn B Quinn 7/12/88

Please return to Rosemary Paxton
General Office

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITAL

Minutes of the Gosport Heads of Departments meeting held on Thursday 24 November 1988.

Those present

- Mr Abbotts
- Mrs Evans
- Mrs Hall
- Mrs Paxton
- Mrs Mather
- Miss Young
- Mr Hunter
- Mrs Proudfoot
- Mr Saunders
- Sister Joines
- Sister Green
- Sister Lock
- Sister Goldsmith
- Mr Oakley
- Staff Nurse Rowberry

92/88 APOLOGIES

- Mrs Exton
- Sister Robertson
- Sister Nichols

93/88 MINUTES OF THE MEETING HELD on Thursday 27 October 1988 were accepted as correct.

94/88 MATTERS ARISING

78/88 Christmas Arrangements

1 Staff Christmas Party

Mr Abbotts informed the group that there were still tickets available for the Staff Christmas Party which is to be held on Saturday 10 December 1988, at Thorngate Hall.

2 Patients' Presents

It was noted that Christmas monies for patients' presents had now arrived and allocated to the appropriate Sisters.

3 Staff Christmas Lunch

Mr Abbotts reminded Heads of Departments that there were still tickets available for the Staff Christmas Lunch arranged for Wednesday 14 December 1988 at 1.00 pm.

4 Christmas Cards

League of Friends Christmas are still available from the General Office.

5 Christmas Tree Lights

Mr Abbotts reminded Heads of Departments that Christmas tree lights must be checked by the engineers prior to being used.

Minutes of the Gosport HODS meeting 24 11 88 continued

95/88 STORES ARRANGEMENTS

Mr Abbotts referred to the arrangements for the Stores Delivery over the Christmas and New Year period, during which it was noted that two weeks deliveries would be received on Tuesday 20 December 1988. However, requisitions for this period should be sent to the Supplies Department by first post on Thursday 15 December 1988.

Also stores would be delivered as normal Tuesday 3 January 1989, however, requisitions for this date must be forwarded to Supplies Department by first post on 22 December 1988.

96/88 TEAM BRIEFING

(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

1 Lifting Training

It was noted that during the last 12 months there had been 41 back injuries reported across the District. Heads of Departments were therefore asked to encourage their staff to attend the arranged Lifting Courses.

2 Headquarters/Community Unit

Mr Abbotts confirmed that the Community Headquarters would be vacating the office accommodation they use at Civic Offices in Portsmouth by 31 March 1989. There were no details, at present, as to where they will be moving to.

3 Manpower

It was reported that although some areas were still experiencing problems with recruitment on the whole an improvement in this area was being made within the Unit.

4 Unit Representative on UMT

It was noted that Dr Ian Wright had now resigned from the Unit Management Team and that Dr M McLean would be replacing him as from December 1988.

5 Ancillary Pay Awards

Mr Abbotts informed the group that part of the Ancillary Pay Award was a reduction in the working week, from 40 to 39 hours per week. After a general discussion the following was noted:-

Minutes of the Gosport HODS meeting 24 11 88 continued

5 cont'd

Catering - one hour would be lost during the working week.

Domestic - one hour would be lost during the working week.

Portering - 3 hours would be lost during the working week - by working till 9 on a Monday and Tuesday instead of 10, in addition to losing one hour on the swap-over period on a Tuesday.

97/88 ANY OTHER BUSINESS1 Christmas Raffle

Mrs Paxton informed the group that she was arranging to have a Christmas raffle at the Christmas Party, therefore if any Heads of Departments were able to contribute any items of food for a hamper it would be appreciated.

2 Physiotherapy-Christmas Party

Mrs Mather informed the group that the Physiotherapy Department were having a Christmas Party on Thursday 22 December 1988 in the Department between 12.30 and 1.30 pm. All would be welcomed.

3 Security Locks

Mrs Hall asked whether there was any further progress on the coded locks for the Medical Records Department. Mr Abbotts stated that regrettably this was still outstanding on the Works schedules.

4 Outpatient Monitoring

Mrs Hall gave a detailed account of the forthcoming outpatients monitoring exercise which would be undertaken across the whole of the Unit for eight weeks commencing January 1989.

5 Requests

Following a question raised by Mrs Proudfoot, Mr Abbotts confirmed that he had spoken to the GP representative about the problem of receiving requests from General Practitioners which were impossible to decipher, due to their hand writing, and he had agreed to raise this point at the next GP Committee, which was scheduled for December.

6 Mail

Mrs Proudfoot raised the problem of mail being received, in the Department which was not for X-Ray. Mrs Paxton agreed to look into this.

98/88 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 22 December 1988, at 12.00 noon in the meeting room.