

DISTRIBUTION

- J. Martin HAH 2/11/88
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- J. Baker JPB 3-11-88
- L. Pengelly LAP 4/11/88.
- C. Webb CWebb
- M. Thompson M.T. 7/11/88
- J. Close JC 3.11.88
- D. Lobban 11-11-88 D.L.
- J. Hoyt J.Hoyt 4.11.88.
- C. Draper C.Draper 9.11.88
- K. Hillier K.H 9.11.88.
- B. Quinn B.Q. 11/11/88.

Please return to Rosemary Paxton Gen. Office

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITAL

Minutes of the Gosport Heads of Departments meeting held on Thursday
27th October 1988

Those present

Mr. Abbotts
Mrs. Evans
Mrs. Hall
Mrs. Paxton
Mrs. Mather
Miss Young
Sister Hunter
Mrs. Proudfoot
Mr. Saunders
Sister Joines
Sister Green
Sister Locke
Sister Goldsmith

82/88 APOLOGIES

Sister Nicholls
Mrs. Exton
Sister Robinson
Mr. Oakley

83/88 MINUTES OF THE MEETING HELD on Thursday 22nd September 1988 were
accepted as correct.

84/88 MATTERS ARISING

78/88 Christmas Arrangements

Refer attached list.

85/88 OUT OF HOURS WORKS OFFICER

Mr. Abbotts informed the meeting that the procedure for contacting
a Works Officer out of normal working hours have now changed, therefore
in future a telephone call should be made to St. Mary's Hospital
switchboard whereupon you should ask them to contact the 'on call'
duty works officer, notify the telephonist of your name and telephone
number, in turn the 'on call' duty works officer will telephone you
back to ascertain the details of your problem.

86/88 REMEMBRANCE DAY SERVICE

A copy of memorandum was circulated to Departmentals Heads
informing them of this years arrangements for the Remembrance Day
Service which would take place at the front of the Hospital
War Memorial on Sunday 13th November 1988.

87/88 LEAGUE OF FRIENDS FAYRE

Mr. Abbotts informed the group that the League of Friends
Christmas Fayre will be held on Saturday 3rd December at 2 p.m.
in the Out-Patients Department. Any help on the day would be
gratefully received.

88/88 HOSPITAL PROCEDURES

Mr. Abbotts stated that the procedures for dealing with Letters of Appreciation, Donations, Stores Requisitions and Complaints, which were recently circulated to Heads of Departments comes into effect immediately.

89/88 TEAM BRIEFINGa) 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) Headquarters/Community Unit

Mr. Abbotts informed the group that the Community Headquarters had been given 6 months notice to vacate the office accommodation they occupy at Civic Offices as from the 1st April 1989.

(ii) Hospital Car Service

Mr. Abbotts reported that the Hospital Car Service was introducing a charge to patients for the use of this service as from the 1st November 1988. A copy of the letter from the Chief Ambulance Officer was circulated to relevant Departmental Heads for reference purposes. It was further noted that patients who are concerned about this charge should be advised to write to the Chief Ambulance Officer.

(iii) Staff Changes

The following staff changes were noted:-

Dru Whitfield Personal Assistant to the Unit General Manager would be leaving on Maternity Leave as from the 18th November 1988.

Chris Curtis H.Q. Secretary would also be leaving on 18th November 1988 to take up a new post in the Education Service.

Linda Foulchmer Premises Manager for Portsmouth City would shortly be leaving the service, therefore her post is presently being advertised.

(v) Agency Staff

Mr. Abbotts reminded Heads of Department that the use of Agency Staff can only be authorised by Mrs. Evans, Miss Young or himself.

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90/88 ANY OTHER BUSINESS(i) Work Experience

Miss Young informed the group that a Colin Steed would be working with the Portering staff on a Wednesday as part of a work experience scheme.

(ii) Northcott Annexe

In answer to a question raised by Sister Green regarding the rumours over the closure of Northcott. Mr. Abbotts stated that no decision had been taken on the feasibility study completed on Northcott, therefore there was no truth in the recent rumours.

(iii) Requests

Mrs. Proudfoot referred to the amount of requests being received from General Practitioners that were impossible to decipher due to their handwriting. This problem was supported by a number of Departmental Heads who were experiencing the same problem. Mr. Abbotts therefore agreed to take this matter up at the next General Practitioners Liaison Group.

(iv) LINK

Mrs. Proudfoot referred to a recent article in LINK relating to cheaper mortgage for N.H.S. Staff. After a general discussion it was noted that additional information on this subject is displayed on the Hospital Notice Board.

(v) Serviettes

Mrs. Evans asked if any members of staff had a surplus supplies of material which could be suitably used to make cloth serviettes for patients, would they please let her know.

(vi) Patient's Clothing

Mr. Abbotts informed the group that patient's clothing in need of repair could be sent to the Sewing Room at Coldeast Hospital via the Laundry. The articles of clothing, however, should be sent in a plastic bag and marked accordingly. It was suggested that each ward keep a note of the items of clothing that they are sending to Coldeast.

91/88 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 24th November 1988 at 12.15 p.m. in the meeting room.

CHRISTMAS 1988

1. Staff Christmas Party

A Disco would be held on Saturday 10th December 1988 at Thorngate Hall. The Party although free to members of the staff a charge would be made for their partners (not more than £3.50p.). It was further agreed that a cold buffet already plated would be organised by the catering staff and that Heads of Departments would participate in the clearing away at the end of the evening. Posters and tickets advertising this event would be organised by Mrs. Paxton. Sandwiches etc. would be available for Night Staff on duty on the night of the staff party.

2. Patient's Presents

The group were informed that christmas monies had now been requested and would hope to be available within the next few weeks. It was noted that patients allowance this year would be £7.50.

3. Christmas Trees

The group were informed that Miss Young would shortly be asking Heads of Departments to let her know their requirements for Christmas Trees. It was further noted that Christmas Tree Lights should be checked by the Works Department prior to being used.

4. Christmas Decorations

Heads of Departments should obtain re-imburement from the General Office if they purchase any replacement Christmas Decorations.

5. Staff Christmas Lunch

Mr. Saunders agreed to notify Heads of Departments of the arrangements for this years Staff Christmas Lunch. It was further noted that the following items can be purchased from the Catering Department:-

Christmas Puddings - £2. 75 each

Gateaux - £3. 75 each

Mince Pies - 11p. each

6. Raffle

A Christmas Cake would be raffled by the Catering Department in order to obtain funds for the League of Friends.

7. Christmas Cards

League of Friends Christmas Cards are presently on sale in the General Office.

8. Transport

It was agreed that Miss Young would notify Heads of Departments with the details of the transport arrangements over the Christmas and New Year period as soon as possible.