

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held in the Conference Room, on Thursday 22 September 1988.

Those present Mr Abbotts
 Mrs Evans
 Mr Oakley
 Mrs Hall
 Mrs Paxton

74/88 APOLOGIES Mrs Exton
 Mrs Mather
 Miss Young
 Mrs Proudfoot
 Mr Saunders

75/88 MINUTES OF THE MEETING HELD on Thursday 18 August 1988 were accepted as correct.

76/88 MATTERS ARISING

82/87 Ward names

Mr Abbotts reported that the new ward signs had been delivered, but regrettable they had been returned to the manufacturers due to various errors.

71/88 (b) Income Generation

Mr Abbotts informed the group that Hill Samuel, Financial Brokers were now situated in the Out Patients Department every Thursday and that the service is open to both staff and members of the public.

77/88 LAUNDRY CONTRACTS

Mr Abbotts informed the group that the laundry contract had been extended and now runs until 31 March 1990.

78/88 CHRISTMAS ARRANGEMENTS

Following a general discussion on this year's Christmas arrangements, it was decided the Heads of Departments would inform Mrs Paxton, by Thursday 29 September 1988, on whether their staff wished to have a Christmas party along the same lines as last year. It was further agreed that for the next meeting, Heads of Departments would report back on whether

- 1 Is it to be a fancy dress party and if so what type of theme (if any) the party should form.

- 2 The type of food.

- 3 Whether to have a disco, band or cabaret.

79/88 TEAM BRIEFING

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

b) Local Briefi) Redevelopment of Gosport War Memorial Hospital

Mr Abbotts was pleased to announce that the Regional Health Authority had now approved the re-development of the Gosport War Memorial Hospital and that the design team were in the process of being appointed. It was noted that the target commencement date was December 1990.

ii) Clinical Waste

Mr Abbotts reported that the new system for the disposal of waste was scheduled for the beginning of October.

iii) Devolution of Personnel

Mr Abbotts informed the group that the devolution of the Personnel services was scheduled to take place on 3 October 1988. A meeting of appropriate Managers on the implementation of the new system would be arranged in the next few weeks.

iv) Financial Situation

Mr Abbotts reported that the community unit is presently £93,000 underspent.

v) Chunter

The group was reminded that Heads of Departments and members of staff can submit articles for Chunter via the Personnel Department.

80/88

ANY OTHER BUSINESSa) Hospital Chaplains

Mr Abbotts informed the group that the Hospital Chaplains would be conducting a service for both patients and staff on the third Friday of each month, between 2.30 and 3.00 pm. It was further noted that they would be using the patients' non-smoking lounge should the response be successful.

b) Laundry

Mrs Evans reported that there seemed to be a large number of laundry items returned to the hospital in a damaged state of repair, it was agreed that Mrs Evans would monitor this situation.

c) Mop Heads

Mr Oakley stated that we were not receiving an adequate supply of mop heads back from the laundry. Mr Abbotts informed the group that new mop heads had been ordered for the unit and would have a colour code of blue, it was therefore hoped that once the new system was implemented the present problems would be rectified. It was agreed that Mr Oakley would monitor the situation once the new system had been implemented.

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d) Retirement of Mr D Berridge

Mrs Paxton reminded Heads of Departments that Dave Berridge would be retiring on Friday 23 September 1988 and that a farewell presentation would be held at 12.30 pm, in the smokers lounge.

e) Health Promotion Boxes

Mrs Paxton reminded the group that the General Office held the Health Promotion boxes where both Heads of Departments and staff could review what literature was available.

f) New Appointments

Mr Abbotts was pleased to announce that Mrs Joan Lock had been appointed to ward-sister of the female ward.

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DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 27 October 1988, at 12.15 in the first floor meeting room.

TA/SVN
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