

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Conference Room, on Thursday 18 August, 1988.

Those present

- Mr Abbotts
- Mrs Evans
- Mr Oakley
- Mr Saunders
- Miss Young
- Mrs Mather
- Mrs Exton
- Mrs Proudfoot
- Mrs Hall
- Mrs Paxton

67/88 APOLOGIES There were no apologies received.

68/88 MINUTES OF THE MEETING HELD ON Thursday 28 July, 1988 were accepted as correct.

69/88 MATTERS ARISING

There were no matters arising.

70/88 WORKS PROJECTS

Mr Abbotts was pleased to announce that the Data Processing Unit for the X Ray Department would be installed within this financial year.

71/88 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

i) Appointments

It was noted that the following appointments had been made;

Mr Brian Neeson, District Health Promotion Officer
Miss Deborah Spacagna, Unit Planning Officer.

Both the above will be taking up their posts on 19 September, 1988.

ii) Pay Awards

a) Admin and Clerical pay awards have been agreed

-2-

on a £6.25p per week or 5% of existing salary, whichever is the greatest.

b) ASC Staff

An offer has been made by the management side at 5.4% together with a reduction of the standard working week to 39 hours.

iii) Financial Situation

The group were informed that the unit is presently £74,000 underspent.

iv) Linen and Laundry Services

It was noted that Mr Abbotts had been asked to chair a meeting on the patients' personal clothing in the community unit. He therefore agreed to keep the group informed in regard to this matter.

v) Income Generation

Mr Abbotts informed to group that as part of income generation a private scheme was presently being looked into, whereby Hill Samuel, Financial Brokers, would be situated within the premises of the Health Authority, on a sessional basis, whereby members of staff and the public could obtain advice on financial matters. The relevant details of which premises would be used has yet to be decided. Mr Abbotts agreed to keep Heads of Departments informed.

72/88 ANY OTHER BUSINESS

a) Heads of Departments Group

Mr Abbotts informed the group that now the new management structure was in operation the membership of the Heads of Departments Group would be extended to include the hospital Nursing Sisters, therefore the revised Group would come into operation as from October 1988.

b) Wheelchairs

Mrs Proudfoot asked if two of the wheelchairs within the OPD/Casualty Department could be removed as they were difficult to operate. After a general discussion Mrs Paxton agreed to look into this matter.

c) Local Appointments

Miss Young Informed the Group of the following appointments.

Rowner Health Centre Manager, Mrs Bernadette Beresford

New Hospital Premises Manager's Secretary, Mrs Valerie Nicholson.

Both the above would be taking up their posts as from Monday 22 August, 1988.

-3-

d) Patient Care Manager

Mrs Evans informed the Group that she can now be contacted, in future, on bleep 35 during the day Monday to Friday.

e) Mrs Hall informed the Group that Mrs Dorothy Gorman will be leaving the hospital after 17½ years service, a farewell party for Dorothy will be held on 8 September, 1988. The Heads of Departments asked Barbara Hall to pass on our best wishes for the future.

f) Waste Paper Bins.

Mrs Paxton informed the Group that the new waste paper bins were now installed.

73/88

DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 22 September, 1988 at 12.15 pm in the first floor meeting room.

Follow up Notes

In answer to the query concerning the qualifications required for nurses training raised under Management Brief, Core, I have now received verification that the qualifications stated ie 5 GCSE passes at grade C or above is, in fact, correct.

TA/SVN
23.8.88