

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

THE GOSPORT HOSPITALS

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Conference Room on Thursday 23rd June 1988.

Those present: Mr. Abbotts  
Sister Evans  
Mrs. Hall  
Mr. Oakley  
Mrs. Paxton  
Mrs. Proudfoot  
Mr. Saunders  
Miss Young

50/88 APOLOGIES: Mrs. Exton  
Mrs. Mather

51/88 MINUTES OF THE MEETING HELD ON Thursday 26th May 1988 were accepted as correct.

52/88 MATTERS ARISING

82/87 Ward Names

Mr. Abbotts informed the group that the names chosen had yet to be presented to the G.P. liaison group. However this was scheduled for Wednesday 29th June 1988.

39/88 Management Changes

Mr. Abbotts explained the new substructure for Gosport and Fareham to the group, during which it was noted that Miss Young's title would now become Assistant Premise Manager Gosport and Fareham and that we would be appointing a Patient Care Manager for the Gosport Hospitals.

81/88 Ambulance Transport

Following a general discussion on the method used for debiting units for the use of ambulance cars, Mr. Abbotts informed the group that the Unit General Manager had decided not to take this matter any further at present.

53/88 Team Briefing

a) Core Brief

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

b) Local Brief

i) Staff Attitude Survey

It was noted that the Unit would shortly be undertaking a staff attitude survey within the Havant and Petersfield area.

ii) Budget statement

Mr. Abbotts informed the group that the Finance Department were still

- 2 -

experiencing problems with producing the Unit's financial statements following the implementation of the new finance system. It was noted however, that the first set of reports which would hopefully be distributed shortly, would be in a sample form only.

iii) Clinical Waste

It was noted that the District were in the process of reviewing the methods used for the disposal of clinical waste.

iv) Objective setting

Mr. Abbotts informed the group that training sessions for Managers/Supervisors would be arranged later in the year on objective setting/performance reviews.

v) Competitive tendering

Mr. Abbotts was pleased to announce that the Catering contract had been extended for a further year. It was also noted that the Unit was presently looking into the possibility of Ward Housekeepers in order to release the Nursing staff from non nursing duties.

vi) Devolution of Personnel Functions

Mr. Abbotts informed the group that the Unit was presently reviewing the possibility of devolving some of the sections of the Personnel services.

54/88 WORKS

Mr. Abbotts informed the group that following the implementation of the new Works contract which commences on 4th July 1988, a signature would be required on completion of work. It was pointed out that the signing of these documents was not confirming that the work was carried out satisfactorily etc. it would only be used to confirm that the workmen were actually on site.

55/88 ANY OTHER BUSINESS

i) Disabled Car Parking

Mr. Abbotts referred to Mrs. Paxton's recent memorandum concerning the the new disabled car parking bay situated at the front of the hospital. Mr. Abbotts asked Heads of Departments not to park at the front of the hospital on the day they did not require to use their car for work purposes. All other members of staff should use the rear car park at all times.

ii) Fire Alarms

It was confirmed that the Fire Alarms were tested on a Thursday morning every month. *WHAT ABOUT THE PM WORKERS ?*

iii) Sponsoring

Mrs. Proudfoot referred to the recent article in Chunter which referred to receiving gifts etc. and asked whether this applied to accepting sponsorships from firms. Mr. Abbotts agreed to look into this matter.

iv) Identification Badges

After a general discussion, HODs were asked to remind their staff that they should wear their identification badges whilst working within the hospital. It was further agreed that Miss Young would look into different types of suitable badges that were available.

- 3 -

v) League of Friends Summer Fete

It was noted that volunteers were required for Saturday morning and afternoon 9th July 1988 to help with setting up and clearing away following the event

56/88 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Department will be held on Thursday 28th July 1988 at 12.15p.m. in the 1st floor meeting room.