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 7th January 1988.

Those present

Mr. Abbotts
Sister Evans
Mrs. Hall
Mrs. Mather
Mrs. Paxton
Mr. Saunders
Miss Young

1/88 APOLOGIES

Mrs. Exton

Mrs. Proudfoot

2/88 MINUTES OF THE MEETING HELD on Thursday 26th November 1987 were accepted as correct.

3/88 MATTERS ARISING

63/87 Clinical Waste Update

Mr. Abbotts informed the group that the arrangements between Gosport Borough Council and Gosport Hospitals for the collection and disposal of clinical waste had now been completed. It was noted however, that the new system will not commence until appropriate cages have been <code>installed</code> at the various hospitals.

80/87 Heating Maintenance/Repairs

Miss Young informed the group that the heating upgrading to the 1st floor of GWMH has now been completed.

82/87 Ward Names

It was agreed to commence with the hospital competition to find the 3 best names for the wards at GWMH.

87/87 Occupational Therapist

Mr. Abbotts informed the group that Karenmarie Smith the new peripatetic Occupational Therapist had now taken up post. It was noted that Mrs. Smith will be based at GWMH and will be joining the Gosport Heads of Departments in future.

90/87 Fire Lectures

Mr. Abbotts reminded the group that he was still awaiting some staff fire lecture returns for 1987 from Heads of Departments.

4/88 LOCAL MANAGER'S UPDATE

Mr. Abbotts informed the group that Mr. W. Hooper had now been appointed Local Manager for Gosport and Fareham and would be taking up his new post as from 1st February 1988. Mr. Abbotts went on to confirm that Miss Rogers will be retiring at the end of January 1988,.

5/88 DISTRICT GENERAL MANAGER'S VISIT

It was noted that the DGM and the DNE will shortly be visiting the small hospitals within the Unit.

6/88 REGISTERED DISABLED PERSONS

Mr. Abbotts informed the group that the Personnel Department were in the process of updating their Register of Disabled Persons. Therefore, Mr. Abbotts asked the Heads of Departments to let him know as soon as possible, of any members of their staff that were Registered Disabled.

7/88 MAKRO CARDS

Mr. Abbotts informed the group that District had now withdrawn all Makro cards that were in the Authority's name or having the Authority's name in the title. It was noted that the Authority did not object to staff having MAKRO cards in their own name provided that their case of need was not made on the basis of obtaining goods for Portsmouth & South East Hampshire Health Authority.

8/88 CLAIM FORMS

Mr. Abbotts reminded HODs of the importance of completing claim forms with all the relevant details. He went on to say that District Finance Department will now be returning all uncompleted forms which will only delay reimbursement for members of staff.

9/88 WELLWOMAN CLINIC

Mr. Abbotts informed the meeting that the staff WellWoman Clinic will not now be commencing until the end of 1988. However, any members of staff who are concerned should be reminded that they can make an appointment at the Family Planning Clinic in the Gosport Health Centre.

10/88 ANY OTHER BUSINESS

a) Christmas Dance

Miss Young informed the group that a letter of apology had been received from the Thorngate Hall together with the account was a £20 reduction for the misunderstanding over the food for the staff Christmas party.

b) Greetings Cards

Miss Young informed the group that the sale of Christmas and birthday cards had been very successful. However, it was noted that there still remained a large quantity of notelets.

c) Security

Mrs.Hall informed the meeting that a member of her staff had recently had her car tampered with whilst in the car park. After a general discussion HODs were asked to remind their staff of the importance of ensuring that their cars are secure.

11/88 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 4th February 1988 at 12.15p.m. in the 1st floor meeting room.