

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Minutes of the Gosport Hospitals Heads of Departments Meeting held in the Conference Room on Thursday 26th November 1987.

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

83/87	<u>APOLOGIES</u>	Mrs. Proudfoot Mrs. Exton
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Mrs. Paxton was welcomed to her first Heads of Departments meeting following her recent appointment as Admin. Assistant.

84/87	<u>MINUTES OF THE MEETING HELD</u> on 22nd October 1987 were accepted as correct.
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85/87	<u>MATTERS ARISING</u>
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27/87 Physiotherapy call system

Mrs. Mather informed the group that the new call system was working well. It was noted that a Works Requisition had been submitted for the resiting of the electric power sockets.

63/87 Clinical Waste Update

Mr. Abbotts informed the group that arrangements were now being finalised with Gosport Borough Council to undertake the collection and disposal of clinical waste from the Gosport Hospitals. It was noted that the present system for the disposal of needles and syringes would remain unchanged.

86/87	<u>Health Education Boxes</u>
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The group were informed that information boxes are in the process of being delivered to the Gosport premises.

80/87 Heating Maintenance / Repairs

Miss Young informed the group that the heating upgrading to the first floor of Gosport War Memorial Hospital was still on schedule. She went on to say that the heating system may have to be shut down for a limited period at the end of the contract. Miss Young agreed however, to keep the HODs informed of progress.

82/87 Physiotherapy Waiting Room

(d)
Mrs. Mather informed the group that the Physiotherapy waiting room was now satisfactory.

(e) Ward Names

Following a further discussion on the idea of naming the wards of GWMH the group agreed to set up a competition after Christmas, open to members of the staff and public to find the 3 best names for

the wards at the Hospital. It was further agreed that a prize would be awarded to the nominees of the chosen names.

81/87 Christmas

a) League of Friends Fayre

It was noted that the League of Friends Fayre would be held on 5th December 1987 at 2.00p.m. in the out patients Department. Any help on the day would be gratefully received.

b) Staff Christmas Dance

The staff were informed that arrangements for the Staff Christmas Dance had now been made. Tickets were available from the General Office.

c) Christmas Monies

Miss Young informed the group that Christmas monies would hopefully be available within the next 7 / 10 days. It was noted that the patients' allowance this year would be £7.

c) Carols

It was noted that a Girl Guides Company had offered to sing Carols at the Hospital this year. It was agreed that the date and times of this service would be made via Sister Evans.

86/87 LOCAL MANAGER'S UPDATE

- a) Mr. Abbotts informed the group that unfortunately Miss Rogers would be retiring in February 1988. It was further noted that the Local Manager's post for the Fareham and Gosport area had been advertised along with the Local Manager's post for Havant and Petersfield area. Interviews for both posts were scheduled for the 10th and 11th December 1987.

b) District Health Promotion Officer

It was noted that the District Health Promotion Officer's post still remained unfilled, therefore the present interim arrangements would continue and the post would again be advertised in about 6 months time.

Information displays in OutPatient areas

- c) The group were informed that the District General Manager was wishing to explore ways of developing better relationships with the general public. Mr. Abbotts and Mrs. Ferguson for Petersfield were in the process of looking at ways this could be undertaken in the Community hospitals.

87/87 OCCUPATIONAL THERAPIST

Mr. Abbotts was pleased to inform the group that a peripatetic occupational Therapist for the Gosport and Fareham area had recently been appointed. Further details would be circulated to the Heads of Departments at a later date.

88/87 CORRESPONDENCE

- a) Mr. Abbotts informed the group that he had received the timetable of the Ferry service over the Christmas and New Year period. It was therefore agreed that these details would be circulated to the HODs.

Continued/.....

88/87 CORRESPONDENCE Continued

- b) Mr. Abbotts informed the group that he had received a letter from the Mayor of Gosport thanking those who participated in the Remembrance Sunday service.

89/87 WORKS

Mr. Abbotts informed the group that it was hoped to undertake the following Works items by the end of this financial year:-

- i) Redecoration of Northcott Annexe staff rest room
 ii) The redecoration of a number of rooms on the 1st floor of GWMH

90/87 FIRE LECTURES

Mr. Abbotts asked HODs to let him have names of members of their staff who have not attended fire lectures this year.

91/87 ANY OTHER BUSINESS

- a) Miss Young referred to her recent memorandum to HODs informing them of the importance of notifying the Porter or Duty Sister of any visitors to the hospital outside office hours and asked for their co-operation in this matter.

b) Sister Parrott's retirement

It was noted that Sister Parrott would be retiring on Friday 27th November 1987. A farewell party for Sister Parrott had been arranged at Northcott on Friday 27th at 1.30p.m.

c) Hospital Grounds

Mrs. Hall asked whether the damage resulting from the recent storm would be rectified in the gardens at the back of the hospital. Miss Young confirmed that this was in hand by the Gardening Department.

d) Guides

Mrs. Hall asked whether the Guides could undertake voluntary work within the hospital grounds for example, litter patrol. After a general discussion this was agreed as long as they were adequately supervised.

e) Staff Smoking Lounge

Mr. Saunders asked whether a notice could be displayed in the Smokers' Lounge informing staff not to switch off the extractor fan. This was agreed. It was further agreed that a notice would be displayed within the staff lounges reminding staff to dispose of their rubbish.

92/87 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 7th January 1988 at 12.15.p.m. in the 1st floor meeting room.

THE GOSPORT FERRY
CHRISTMAS TIMETABLE 1987

THURSDAY 24TH DECEMBER

0530 - 2300 15 MINUTE SERVICE
0630 - 1230 7½ MINUTE SERVICE

FRIDAY 25TH DECEMBER CHRISTMAS DAY

NO FERRY SERVICE

SATURDAY 26TH DECEMBER

1000 - 1700 20 MINUTE SERVICE

SUNDAY 27TH DECEMBER

0530 - MIDNIGHT 20 MINUTE SERVICE

MONDAY 28TH DECEMBER (PUBLIC HOLIDAY)

0530 - MIDNIGHT 15 MINUTE SERVICE

UP TO AND INCLUDING SUNDAY 3RD JANUARY

0530 - MIDNIGHT 15 MINUTE SERVICE

MONDAY 4TH JANUARY

FULL SERVICE RESUMES 0530 - MIDNIGHT
0630 - 0930 AND 1530 - 1830 7½ MINUTE SERVICE

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