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FILE

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Minutes of the Gosport Hospitals Heads of Departments Meeting held in the Conference Room on Thursday 22nd October, 1987

Those Present: Mr. Abbotts
 Sister Evans
 Mrs. Exton
 Mrs. Hall
 Mrs. Mather
 Mr. Saunders
 Miss Young

69/87 APOLOGIES Mrs. Proudfoot

70/87 MINUTES OF THE MEETING HELD on 25th August 1987 were accepted as correct.

71/87 MATTERS ARISING

27/87 Physiotherapy call system

It was reported that a call system was in the process of being purchased.

63/87 Clinical Waste Update

Mr. Abbotts informed the group that there was still no definite solution on the disposal of clinical waste in the Gosport and Fareham area.

65/87 Health Education Information Boxes

It was noted that information boxes had now been delivered to the health centres within the Gosport area.

72/87 APPOINTMENT OF DEPUTY HOSPITAL/PREMISES MANAGER

The group congratulated and welcomed Miss Young on her appointment as Deputy Hospital/Premises Manager Gosport area.

73/87 LOCAL MANAGER'S UPDATE

- a) It was noted that Mrs. Mathieson, who had been offered the post of Domestic Supervisor and due to start on the 11th November 1987 had now withdrawn her acceptance of the post. A further advertisement for a Domestic Supervisor would be advertised shortly.
- b) Mr. Abbotts informed the group that unfortunately an appointment had still not been made for the Local Manager's post in the Petersfield/Havant area. Therefore the interim arrangements whereby Mr. Hooper was covering the Petersfield/Havant area and Mr. Abbotts covering the Gosport and Fareham area with Sister Evans acting as Head of Nursing for Gosport Hospitals would remain. It was hoped however, that a further advertisement would be released shortly.

74/87 ADVANCE LETTER PAY AND CONDITIONS OF SERVICE

Mr. Abbotts informed the group that an Advance Letter for Ancillary Staff had recently been released, copies of which would be circulated to Mr. Saunders and Miss Young.

75/87. REMEMBRANCE DAY SERVICE AND RE-DEDICATION

Mr. Abbotts informed the group that the Remembrance Day service would again take place at the front of the hospital War Memorial on Sunday 8th November. Sister Evans agreed to supply Mr. Abbotts with the name of the Sister who would represent the hospital.

76/87 FIRE EVACUATION

Mr. Abbotts informed the group that he had received a report from the Fire Officer on the recent fire evacuation at Gosport hospital. It was noted that the Fire Officer congratulated staff on their swift action in evacuating the patients from the ward area. Mr. Abbotts asked that these comments be passed on to the members of the staff.

77/87 FIRE LECTURES

Mr. Abbotts reminded the Heads of Department of the forthcoming Fire Lectures within Gosport and of the importance of ensuring that their staff attend at least 2 fire lectures a year.

78/87 CHILD HEALTH DEPARTMENT ACCOMMODATION

Mr. Abbotts reminded Heads of Department that the previous boardroom on the ground floor at Gosport War Memorial Hospital had now been taken over for office accommodation for use by the Child Health Department, therefore the only boardroom facility now available at Gosport War Memorial Hospital was now on the first floor.

79/87 KITCHEN HYGIENE AWARD

Mr. Saunders and the Catering staff were congratulated on being highly recommended in the recent national hygiene competition. It was noted that a formal presentation will be held at 12.00noon on Monday 2nd November 1987, when Mr. Henly would formally present the Catering staff with their certificate.

80/87 HEATING MAINTENANCE / REPAIRS IN NOVEMBER

Miss Young informed the group of the programme of works in relation to the heating upgrading to the 1st floor of Gosport War Memorial Hospital. It was noted that work would commence on the 2nd November 1987 and the contract would be for 6 weeks during which time there would be some disruption to the staff and also that there would be two 3 hour sessions when the heating system had to be shut down. It was hoped however, that additional heaters would be available.

81/87 CHRISTMAS

After a general discussion the following arrangements for Christmas 1987 were agreed:-

a) Staff Lunch

This will be held on Thursday 17th December 1987. There will be 2 sessions, one commencing at 12.00noon in the dining room and the other at 1.00p.m. in the non smoking lounge. The cost of this year's staff meal would be £2.75.

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b) Christmas Cards

It was noted that these were on sale now either through the General Office or Mrs. Macdonald.

c) Christmas Trees

Miss Young informed the group that she would be shortly in the process of asking Heads of Departments to let her know their requirements for Christmas trees.

d) Decorations

Mrs. Hall informed the group that she will arrange for the Rangers to again decorate the ward areas.

e) Staff Christmas Party

After a general discussion it was agreed that this year's staff Christmas Party would be held at the Thorngate hall on the 11th December 1987 between 8.00 and 1.00a.m. It was also agreed that the menu would be Chicken and Chips. The party, although free to members of staff, a charge would be made for their partner. It was further agreed that this year's party would be optional fancy dress. However the fancy dress theme to be decided at a later date.

POST MEETING NOTE: It has been decided that the theme will be "THE WILD WEST".

f) League of Friends Christmas Fayre

Mr. Abbotts informed the group that the League of Friends Christmas Fayre would be held on Saturday 5th December at 2.00p.m. in the OutPatients Department.

82/87 ANY OTHER BUSINESSa) Sister Jago's Retirement

Mrs. Exton informed the group that Sister Jago will shortly be retiring and that a function had been arranged for 7.00p.m. on Thursday 19th November, 1987. Any donations should be forwarded to Mrs. Exton at Blake Maternity Home.

b) Domestic Monitoring forms.

It was noted that Domestic Monitoring forms were required to be completed on a monthly basis.

c) Rear Car Park

Mrs. Mather asked whether anything could be done to the surface of the car park at the rear of the hospital. After general discussion Mr. Abbotts agreed to take this matter up with the Works Department.

d) Physiotherapy Waiting Room

Mrs. Mather informed the group that the Physiotherapy waiting room was, at times, still being left in an unsatisfactory condition. Therefore it was agreed that Miss Young would speak to the Portering staff.

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e) Ward Names

Mrs. Mather asked whether it would be possible to have names for the wards at Gosport War Memorial Hospital rather than be called Male and Female Wards.

This suggestion was welcomed by the group, therefore Mr. Abbotts agreed to take this matter up with Miss Rogers.

f) Volunteers

As more long stay patients were being accommodated within the Gosport hospitals, Heads of Departments felt that more volunteers were needed. Mr. Abbotts agreed therefore to talk to the Fareham Voluntary Services co-ordinator to see whether she could offer any help in relation to this matter.

g) Carol Service.

Miss Young agreed to make the necessary arrangements for this year's carol service. It was however decided that Redclyffe Annexe should have their own service this year.

h) Mince Pies

Mr. Saunders informed the group that regrettably this year, due to various alterations in the kitchen area, there will be no mince pies on sale for staff.

i) Data Protection

The group were informed that as from 11th November 1987, access for medical information by patients is possible. It was however, pointed out that this Act only applied to information held on computers and not to manual records. The group was also informed that should any member of staff be approached for information, they should inform them to write to Mr. A. Sedgewick, Data Co-ordinator, Civic Offices.

j) Kings George's Hospital Closure

It was noted that a surplus furniture sale was being held at King George's Hospital on Saturday 24th October 1987. The sale will be open to members of the public.

k) Disclaimer Notices

The group was informed that new disclaimer notices were in the process of being distributed to Heads of Department which should be displayed within their Departments.

82/87 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 26th November 1987 at 12.15.p.m. in the 1st Floor meeting room

N.B. Mayor's Christmas Visit

Mr. Rushton the Mayor will visit Gosport Hospitals as follows:-

Christmas Day	11.00a.m.	Northcott
	11.20a.m.	Redclyffe
	3.00p.m.	Main Hospital
	4.00p.m.	Blake