

## PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

## THE GOSPORT HOSPITALS

A Meeting will be held in Matron's Sitting Room at Gosport War Memorial Hospital on Wednesday 30th April at 12.15p.m.

## AGENDA

1. Apologies
2. Minutes of 19th March
3. Matters Arising
  - 97/86 Management Structure Miss J Rogers - 1000 Manager
  - 98/86 Retirement Policy 61-women
  - 99/86 Personnel Ros Perryer - interviewing Fri
4. 'Flu Vaccine 70% must wait it.
5. Industry Year 1986 - 25 June 1986 - Brune Park School
6. Community Care Awards
7. Social Event
8. Statutory Sick Pay
9. Accommodation
10. Strawberry Fayre

A.O.B

Kangaroo £2200

## PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Boardroom on Thursday 19th March 1986.

Those Present: Mrs. Mills (in the Chair)  
Mrs. Beetlestone  
Mrs. Compton  
Sister Joines (in Mrs. Todd's absence)  
Mrs. Mather  
Miss Young

87/86 APOLOGIES: Mrs. Hall  
Mrs. Gilbey  
Mrs. Proudfoot

88/86 MINUTES:

The Minutes of the meeting held on 20th February 1986 were accepted as an accurate record.

ACTION

89/86 Northcott Annexe

Mr. Henly had recently met with Gods Ports Housing Association. Plans to upgrade Redclyffe Annexe will continue.

Post Meeting note: The lease has been extended to December 1987 and further discussion will ensue.

90/86 Linen and Laundry.

There is a great deal of linen and laundry missing over the entire District and there has to be a tightening of procedures.

91/86 Minor Capital

HODs were requested to give Mrs. Mills details of bids for the current year as soon as possible.

92/86 Budget

It was announced that savings are to be made on the Child Health Computer. The Budget was now coming into line.

93/86 Competitive Tendering

(i) Catering

This is going ahead and Mrs. Compton is preparing a specification.

(ii) Domestic

A decision on this contract is expected at the end of April.

94/86 Environmental Health Reports

The Environmental Health Officer has inspected and made a report of all premises. Mr. Henly is setting up an Environmental Health Team.

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## 95/86 Health Advisory Services

ACTION

The verbal report by the above Service on GMMH was satisfactory. The low bed occupancy at Gosport War Memorial Hospital was commented upon. A paper was prepared by the U.M.T. and a recommendation has been made that the Children's Beds be closed. The G.Ps. had been informed and consultation will take place on change of use. It is proposed that the beds be used for geriatric patients on a temporary basis.

## 96/86 Vacancy Sheets

The list of vacancies for the District are very slow in moving round. Two lists will now be sent in future.

## 97/86 Management Structure

The structure has been approved for

- 1. Manager for Gosport and Fareham - all services
- 1 Manager for Portsmouth "
- 1 Manager for Petersfield and Havant "

There will be Hospital Managers responsible for all activities at Gosport War Memorial Hospital and St. Christophers.  
CNM for H/Vs in Gosport and Fareham  
CNM for District Nurses in Gosport and Fareham

Applications open on a District basis.

## 98/86 Retirement Age Policy

District inform us that their policy on retirement age remains the same despite recent E.E.C. rulings i.e. 65 y.o.a. for men and 60 for women.

## 99/86 Personnel

Mr. C. Gubbs has left the Health Service; Personnel matters on competitive tendering to be handled by Mr. Roger Jenkins, Management Services at District.

## 100/86 Fire Prevention Officer

We are to continue to use Mr. Wright, based at Coldeast Hospital

## 101/86 Works

Mr. R. Rutherford to be responsible for Community Works in Gosport and Fareham.

## 102/86 Fire Precautions Training

HODs were reminded that it is the responsibility of the Health Authority to provide fire training at least twice a year. Staff were under an obligation to attend. The District Fire Training Policy would be circulated and HODs. were requested to remind their staff of the facts. Also will be sent to all Units in the West.

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## 103/86 ANY OTHER BUSINESS

- i) A plant was to be purchased for Mrs. Todd.
- ii) Mrs. Beetlestone mentioned that many curtains were not fire retardant and this was to be included in the Minor Capital request.
- iii) Miss Young mentioned that the issue of blue towels in clinic areas was to be discontinued in favour of white towels. This would come into effect as soon as existing stocks had been exhausted.
- iv) Mrs. Mather stated that the car park at the rear of the hospital was used extensively now. Cars however were parking inconsiderately and giving no access to the area allowing another row of cars to be parked.

## 104/86 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments GMMH will be Wednesday 16th April at 12.15p.m. in the Boardroom.

POST MEETING NOTE: Meeting postponed until Wednesday 30th April at 12.15p.m. in Matron's sitting room.

MAM/AM April 1986