



General Office
Elaine ✓
Nandy ✓
Jo ✓
Libby ✓

Minutes of Meeting of Gosport War Memorial HODs on 31.10.96 at Gosport War Memorial

PRESENT

- Barbara Robinson
- Patrick Caroll
- Gill Hindson
- Ian Latimer
- Joan Lock
- Rosemary Paxton ✓
- Ann Honey
- Tina Douglas
- Sue Hutchings
- Geoff Saunders
- Betty Chandler
- Fiona Walker
- Sandy Lewis
- Sue Proudfoot
- Jerry Clasby

1 APOLOGIES

- Wendy Ford - Phoenix CPN
- Sue McConnell - Blake
- Gill Hamblin

ACTION

2 Bill Hooper's Information Exchange circulated and discussed

Key Points

- Coldeast Kitchen now closed
- Summervale Catering - St Christopher's Catering Dept. coping very well.
- Staff Opinion Survey - Team action plans needed as soon as possible.
- Pest Control - no longer done by Rentokil but to go through Estates Dept.
- Needle-Stick Injuries - correct procedure to be followed.
 Number to ring 01705 866767
 Gill Sadler to be informed
- Equipment Lists - continue to complete EPP1 forms for all equipment requests.
- LOF - resources built up again - start ordering.
 Ian sent letter of thanks for the Ice Making machine.

Mr Horne's Information Exchange- circulated and discussed

ACTION

Key Points

New Appointment - Fire Officer- John Snowden to cover GWMH and St Christopher's - starts 4 Nov 96

Mike Cummins - Energy Saving Officer - self financing !!!

Please remember to switch off lights

Recurring Funds - see list attached.

Medical Records - decoration in hand

Documentation on Purchasing for Health - on circulation

Security Commission Review being undertaken - visiting Gosport.

3 **Minutes 26.9.96** - agreed

4 **Matters Arising**

LOF Autumn Fayre 16 November 96.
bottles/cakes/bric a brac needed please

Team Objectives - discussed

Objective Setting - vacancies- 1030 6 Nov 96 GWMH all dept. welcome.

Nutrition - the problem with gravy and sauces had been resolved

NHS Supplies - Continence supplies- Gill Hamblin has gone ahead with outside suppliers. Supplies have offered to match private firms offers contact Neil Thornton at Supplies.

5 **David Bawltree** - non executive member of the Trust Board - resigned

6 **Social Services** - been reorganised - Colin Hardy is the new Area Manager - has no base as yet but F&G offices to remain functional.

7 **Mediguard** - delivery of parcels - they will deliver parcels anywhere, within the Trust area, any size on their regular runs.

- 8 **White Paper on Primary Care** - 1st of 3 will go on circulation
- 9 **Non Recurring Money** has been allocated to the areas who have the most need in the Division.
- 10 **Child Protection Training** - primarily for staff who work with Minor Injuries. Be vigilant when children visit hospital
- 11 **Risk Assessment lunch-time seminar** - 18 Nov. 12-2pm on new accident forms - apologies only for Co-ordinators who will cascade the information to their teams.
- 12 **Recruitment Lists** - too much spent on advertising - suggestions that it was done as a Division rather than separately so as to share the cost
- Contact Personnel first to see if there are At Risk Personnel available.
- 13 **HealthCare Newspapers** - stand to be located in main OPD.
- 14 **Vic Pullen's Retirement** - 29 Nov 96. Invitation to attend farewell on 27 Nov. at 12 noon at the Education Centre SMGH Numbers to Barbara Robinson Contributions to Val Nicholson.
- 15 **Training** - lifting/Handling - book through St James 4415 Chris Donohue not Occ. Health.
- Induction Courses fully booked - problem trying to employ new staff. Post meeting - Issue raised with Peter King, Personnel Director, who is looking into the problem.
- Betty Chandler - organising Health & Safety courses for Clerical Staff.
- 16 **T2 forms**-pads available - any In house training to be put onto these forms. More to be ordered.
- 17 **Support Services Items** -
- a Rosemary Paxton has tickets for LOF Wine & Cheese function on sale in General Office £2.50 each.
- b There was a great deal of unhappiness about Margaret Thompson's move to St James. A discussion followed.
- c Stationery - requests to Elaine please.

ACTION

BR with J
Parvin

18	Any Other Business	ACTION
a	<p>Remembrance Sunday - 10 Nov. - Parking will be at a premium. Bury Road Car Park and the majority of Anne's Hill Car Park will be closed at 8am. Rehearsal Fri. 8 Nov 3.45pm approximately.</p> <p>Grounds to be especially tidy please.</p>	
b	<p>Sue Hutchings- told members that Maria Loman had a baby boy on the 30 Nov. Also had been approached by a member of the public who has volunteered to come in on Christmas Day & Boxing Day.</p>	
c	<p>Fiona Walker - Incident of door being opened at nights discussed.</p>	
d	<p>Geoff Saunders - Mince pies for sale 15p each - orders taken now. Tea removed from Vending machine. The Catering Dept. will not be sending out Christmas cards this year to other departments instead each member is contributing a £1 to their favourite charity.</p>	
e	<p>Patient Christmas money has been agreed at £10 a patient - funds from Trust and LOF.</p>	
f	<p>Christmas Lights to be checked.</p>	
g	<p>Staff Party - dance 7 Dec.96 £7 - discussion followed - posters will be circulated - raffle - Buffet.</p>	
h	<p>Sue Proudfoot - OPD update behind schedule.</p>	
I	<p>LOF have had a large bequest from the late Mr Reynolds. This will fund Bury Road automatic doors and reception update.</p>	
j	<p>Sandy Lewis - mentioned Sylvan's Stationery - GWMH will order for Sylvan.</p>	
k	<p>Tina Douglas - discussion as to who was responsible for calling Fire Brigade - to be discussed with new Fire Officer - carry on as normal for the time being. Reception always ring the Fire Brigade as soon as the fire alarm is sounded. List of Fire lectures to be distributed.</p>	RP
l	<p>Betty Chandler - Helen Chamberlain - retiring. Clinic bookings - please let Betty know as she is the co-ordinator and responsible for extra clinics and new contracts.</p>	

- m Apologies to Patrick Carroll for omitting his name from last month's minutes.
- n The Mayor - Kevin Brown and his wife will visit GWMH December 24 at 2pm - tea will be arranged for them on Daedalus ward at approx. 3.30pm.
- 19 **Date of Next Meeting**

CHANGE OF DATE FOR NEXT HODS

FRIDAY 29 NOVEMBER 1996 AT 1215 IN THE SEMINAR ROOM



INFORMATION EXCHANGE MAIN POINTS: 29th October 1996

DIVISIONAL EXCHANGE

Name of Manager responsible: **Mr W M Hooper, General Manager, Organisational level**

Name of group e.g., Ward/Team **Fareham/Gosport Unit/Division/Locality/Department/Team**

MAIN POINTS

1. Coldeast

- **Catering** - With the closure of the main hospital kitchen, 'The Meadows' kitchen has now taken on extra responsibilities to assist with catering on site for the remaining patients within the villas.
- **Summervale** - Work has now commenced on Mercury Villa to upgrade the accommodation so that Summervale Elderly Mental Health Continuing Care clients can transfer before Christmas into their new accommodation.
- Catering for this unit is now being done by St Christopher's Hospital kitchen.

COMMENTS AT MEETING

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person

INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS****2. Staff Opinion Survey**

Each department will now have discussed the review with their manager and agreed an Action Plan for areas requiring further follow-up.

3. Pest Control

With effect from 1st October 1996 the contract for Pest Control will be via the Estates Department and **NOT** via Rentokil.

Please telephone all pest problems to:-

01705 894417

until further notice.

4. Dental Health Promotion

Funding has been approved for Dental packs to be issued via the Health Visitors on their 8 month checks to targeted population areas, starting on 1st November 1996.

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person

INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

5. Needlestick Injuries

Will all departments review their procedures for staff reporting Needlestick incidents; that the correct procedure is followed and that contact is made ***immediately*** with the G.U. Medicine Department, ***Telephone Number 01705 866767***

If the incident occurs outside normal working hours, the switchboard will give the On-Call G.U. Medicine personnel for advice.

Notification to ***Jill Sadler, Occupational Health Manager.- 01489 575977*** is also mandatory within the Division.

6. Equipment Purchase

Divisional non-recurring funding has been allocated to purchase:

1. ***Air conditioning unit, Dental Waiting Room, Fareham Health Centre***
2. ***Summervale armchairs***
3. ***Heaf Guns, School Health***
4. ***Baby Scales, Western Wards***
5. ***Rollameters, Children's Services.***

COMMENTS AT MEETING

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person.

INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS**

The Divisional list of outstanding equipment replacement, will be reviewed 1st November 1996 as further non-recurring funds are expected to be released to the Division.

COMMENTS AT MEETING

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person.

OCTOBER 1996

<p>PORTSMOUTH HealthCare NHS TRUST</p>	INFORMATION EXCHANGE MAIN POINTS	
Name of Manager Responsible Name of Group, e.g. ward/team	Tony Horne O.M.G.	Organisational Level Unit/Division/Locality/Department/Team

MAIN POINT	COMMENTS AT MEETING
<p>1. <u>PERFORMANCE</u></p> <p>1.1 <u>New Appointments</u></p> <p><u>Senior Fire Safety Adviser</u> - John Snowden (ex Senior Fire Services Officer) has been appointed to this post and will start on 4 November 1996. He will be contactable via the Estates Department (extension 4028).</p> <p><u>Energy Officer</u> - Mike Cummins (currently Chargehand Maintenance Fitter) will be assuming the role of Energy Officer - enabling John Woodgate (Works Officer - Operational) to concentrate on operational issues/ Electricity At Work Act requirements.</p> <p>2. <u>DEVELOPMENT</u></p> <p>2.1 <u>Works and Equipment</u></p> <p>£½m approximately of non-recurring funds have recently been released for priority works and equipment purchases including:</p>	<p><i>Starts on Monday -</i></p>

MAIN POINT	COMMENTS AT MEETING
<ul style="list-style-type: none"> • £250k - priority works expenditure (see attached) • £150k - divisional priorities • £60k - various clinic upgrades <ul style="list-style-type: none"> (Dental - Somerstown/Havant Health Centres) (Podiatry - Hayling Health Centre) (Physiotherapy -Havant) • £50k - Medical Loans/Continence products • £20k - SCIP Training - AMH <p>2.2 <u>Purchasing For Health 1997/98</u> The Health Authority has recently issued for consultation, its purchasing plan. This sets out its intentions for services changes and developments for the forthcoming financial year.</p> <p>Copies of the document have been widely circulated within the Trust and we will be producing a Trust response by the end of December (the deadline date for comments).</p> <p>3. <u>QUALITY</u></p> <p>3.1 <u>Security Review</u> Following from the risk assessment work and Health & Safety Inspectorate Visit Report, we have commissioned a security review.</p> <p>This is to be undertaken by Crime Concern - a national not-for-profit crime prevention organisation. The brief is to:</p> <ul style="list-style-type: none"> - Consider security problems and risks - Assess current security arrangements 	

MAIN POINT	COMMENTS AT MEETING
<p>- Develop Trust-wide and site specific recommendations for action.</p> <p>The work will commence shortly and will be completed within the current financial year.</p> <p>Information is to be obtained from:</p> <ul style="list-style-type: none">- Document review- Consultation with staff and local police representatives- Visits to a sample of sites (including St James; Gosport War Memorial; Dunsbury Way/Orion Centre; Havant Health Centre; Cavendish House; Community Houses).	

PORTSMOUTH HEALTHCARE NHS TRUST

Estates Non-recurring bid - 1996/97

Additional Funding approved as at September 1996

<u>Ref.</u>	<u>Location</u>	<u>Description</u>	<u>Approved</u>
1	PHCT	Flooring - H/S	£20,000
2	PHCT	Legionellae/scalding	£50,000
3	St. James'	Fire Escape replacement - Foxliegh & Hambrook	£14,000
4	Battenburg Ave	Heating Controls	£7,500
5	Blackbrook Mat.	Roof repair	£1,000
6	Hill Park Clinic	Heating system	£4,000
7	PHCT	Redecoration programme (external)- Osborne Cl., West Lodge, Church Rd., Kirby Rd.	£20,000
8	PHCT	Redecoration programme (internal) - GHC, St. Christophers	£50,000
9	PHCT	General - road / path repairs / landscape works	£18,000
10	Cosham HC	Carpark/drainage repair	£1,000
11	Petersfield Hosp.	Clean ducting	£5,000
12	Portchester HC	Duct cleaning and insulation	£3,000
13	St. James'	Carpark/drainage repair	£1,500
14	Houses	General repairs	£10,000
15	PHCT	Catering - Equipment	£5,000
16	St. James'	Roof repairs - Kitchen corridors, Solent plus others	£10,000
17	St. James'	Dining Room upgrade/equipment replacement	£2,000
18	FHC	Lift - overhaul	£5,000
19	Rowner HC	Boiler control	£3,000
20	PHCT	Dishwashers - Jubilee, Petersfield	£20,000
21			
22			£250,000