

SURREY HISTORY SERVICE
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

3043 **BROOKWOOD HOSPITAL, WOKING (1867-1994):
RECORDS, 1815-1994**

3043/ PAPERS RELATING TO SOUTH WEST
METROPOLITAN REGIONAL HOSPITAL BOARD,
1949-1973

Summaries of Hospital Costs, 1960-1965

Include statistics for all South West
Metropolitan Regional Hospital Board
hospitals. Summaries are printed and bound.

Box 67/21	Main Scheme Summary of Hospital Costs	1 Apr 1960 -31 Mar 1961
Box 67/19	Alternative Scheme Summary of Hospital Costs	1 Apr 1963 -31 Mar 1964
Box 67/20	Main Scheme Abstract of Hospital Costs	1 Apr 1964 -31 Mar 1965

South West Metropolitan and Wessex
Regional Hospital Boards Joint Computer
Centre, 1967-1973

The centre was based at Winnall Valley Road,
Winchester.

Box 56/6	Code of Procedure for the payroll system, including description of purpose and documentation of system. 1 binder	Oct 1969
Box 56/7	Allowances and deductions code book, with inserts including amendment to codes, Jul 1973	May 1971
Box 56/8	Financial code list of South West Metropolitan and Wessex Hospital Regions. Codes effective from 1 Apr 1970. 1 file	Jan 1973
Box 56/9	Allowances and deductions code book, including details of taxable additions	Jul 1967
Box 56/10	Financial code book with guidance notes. Codes effective from 1 April 1973	1973

3043/	<u>Financial files, 1958-1965</u>	
Box 69/10	Correspondence file stating estimates of revenue expenditure including costs of maintenance programme across hospital board area, 1961-1963.	Nov 1958 -Nov 1965
Box 67/18	Analysis of Expenditure on Drugs, Dressings, Medical and Surgical appliances and X-Ray. Includes statistics for all South West Metropolitan Regional Hospital Board hospitals. 1 vol	1 Apr 1963 -31 Mar 1964
	<u>Miscellaneous, 1949-1972</u>	
Box 57/4	Correspondence, copy minutes and instructions from South West Metropolitan Regional Hospital Board relating to arrangements of staff standard working week. 1 file.	Sep 1957 -Apr 1962
336	File relating to the constitution of the board, including list of members, Apr 1969.	Apr 1960 -29 May 1970
Box 58/10	Correspondence file relating to medical staff and establishment reviews	Jun 1961 -Jul 1971
197	File relating to proposed alterations in catchment areas and the provision of care for mental patients. 3 folders	1969-1971
Box 58/6	2 notices from the board secretary of the establishment of Day Nurseries	Apr 1964
281	Correspondence and circulars relating to research at Brookwood Hospital. 1 file	1953
Box 59/14	File relating to overcrowding. Includes statistics of admissions for mental and special neurosis hospitals; reports on shortage of nursing staff at Brookwood; statistics of staff requirements for nursing.	Sep 1949 -Nov 1951
Box 65/10	Correspondence relating to amalgamation of Farnham Group Hospital Management Committee and Brookwood Hospital Management Committee. Includes circulars and correspondence relating to the creation of ethical committees, Mar-Apr 1972. 1 file	21 Jan 1971 -10 Apr 1972

3043/Box 59/16	File relating to care of the elderly. Includes draft report to South West Metropolitan Regional Hospital Board, Sep 1968; undated leaflet 'Services for Disabled and Elderly People in Surrey'.	Jun 1967 -Jul 1972
	<u>Publications, 1962</u>	
Box 7/16	<i>Hospital Administration. A Worthwhile Career.</i> Advertising brochure.	May 1962
3043/	HOSPITAL EVENTS, 1935-1973 A number of programmes of events at Brookwood up to 1964 are also held in the series of files of C.A. Ekins, Clerk and Steward.	
	<u>Flower show, 1948-1965</u>	
Box 75/10	Correspondence, programmes and incomplete accounts. 1 file	Jul 1948 -Jul 1965
	<u>Royal ceremonies, 1935-1957</u>	
3043/73	Programme for Brookwood Hospital Royal Jubilee staff dance, 1935, and menu for Brookwood Hospital Open Day, 1957, affixed to single sheet.	7 May 1935 -5 Oct 1957
364	Papers relating to celebrations at Brookwood Hospital for the coronation of Queen Elizabeth II. 1 file	1953
	<u>Open days, 1955-1968</u>	
95	Folder comprising papers relating to hospital open days, with brief notes relating to the history of the hospital	1955-1956
71	'Brookwood Hospital Management Committee welcome you to Open Day'. 1 pamphlet	15 Sep 1956
63	Fragment of invitation to a prize giving at Brookwood Hospital	nd [20th cent]
Box 44/11	Table plan for Open Day luncheon and attached menu card. 2 items	20 Jul 1968

3043/	<u>MIND week, 1973</u>	
	28 Oct-3 Nov 1973, was part of a campaign launched in 1971 by the National Association for Mental Health, with the broad objective of improving perceptions of the mentally sick and handicapped.	
Box 53/6	Leaflets, campaign guide and correspondence for MIND week.	Sep 1973 -Nov 1973
3043/	PUBLICATIONS AND ADVERTISING, 1951-1967	
Box 42/11	'Do Come and Join Us at Brookwood Hospital.' Printed advertising booklet for nursing careers published at Brookwood Hospital, including photographs of hospital.	c.1951
Box 9/8	Set of items collected in relation to the Mental Health Exhibition at Christ Church Hall, Woking, 17-27 Jun 1959. Consists of: invitation to attend exhibition; pamphlet entitled 'The Door is Open for You to Enter a Nursing Career at Brookwood Hospital'; 3 leaflets advertising the exhibition. 1 bundle	1959
Box 8/7	3 leaflets promoting mental deficiency nursing with an unfilled application form for the post of staff nurse, student nurse or ward orderly at Brookwood. 1 bundle	nd [c.1960]
Box 8/9	'Brookwood Hospital.' Printed advertising booklet for nursing careers published at Brookwood hospital, including photographs of hospital.	nd [c.1960]
Box 8/10	'Brookwood Hospital.' Printed advertising booklet for nursing careers published at Brookwood hospital, including photographs of hospital. Reprint of the above with altered list of hospital management and different photograph to reflect the appointment of Dr Frew as physician superintendent.	nd [c.1962]
Box 2/6	'Brookwood Hospital and You'. Typed information booklet issued to patients.	nd [mid 20 th cent]
Box 77/11	Brookwood Hospital Centenary Souvenir Brochure. <i>A Century of Service 1867-1967</i>	Jun 1967

3043/	FILES OF THE HOSPITAL SECRETARY, 1948-1974	
Box 74/6	Correspondence and invitation to nurses' prize giving at Holloway Sanatorium, Virginia Water. 1 file	Sep 1948 -Nov 1962
Box 82/5	Newspaper cuttings, invitation replies and an undated group photograph of members of the Hospital Management Committee. 1 file	Aug 1949 -Aug 1954
Box 73/6	Schedule of minute books and title deeds deposited in Brookwood Hospital safe. 1 file	1950-1951
Box 71/8	Sheets Heath Residents Association. Copy minutes and correspondence. 1 file	May 1952 -Jan 1957
Box 65/12	Correspondence and papers relating to the National Association for Mental Health (MIND), including Annual Report 1954-1955.	Dec 1953 -Aug 1978
Box 65/7	Correspondence file with the Mental Hospitals Group Laboratory at West Park Hospital, Epsom. Includes copy of appendix to Medical Advisory Committee recommendations, 1953. 1 file	6 Nov 1953 -15 Jan 1954
Box 52/13	Correspondence and proposals for work by Associated Industrial Consultants Ltd. 1 file	Nov 1958 -May 1959
Box 55/29	Draft report of the Working Party on Psychiatric Hospital Medical Records, conducted for the Department of Health and Social Security. Folder also contains copy minutes and papers for meeting to discuss decentralisation of the present nursing office at Brookwood, 23 May, no year stated. 1 folder	nd [c.1968]
Box 61/10/i	Valuations of stock. Includes drugs and dressings, provisions and fuels. 1 file	Mar-Apr 1970
Box 72/13	Programmes for weekend revision courses, with attached correspondence relating to the Education Centre at Brookwood. 1 file	May 1970 -May 1972
Box 66/1	Miscellaneous file of the group secretary, including: standing financial instructions, Nov 1972; programmes for Education Centre induction courses, 23 Mar and 25 Sep 1973; papers relating to hospital chaplain; undated advertising booklet <i>Look to Nursing at Farnham and Brookwood Group of Hospitals</i> .	c.1972-c.1974

3043/3/	MANAGEMENT UNDER WEST SURREY AND NORTH EAST HAMPSHIRE DISTRICT HEALTH AUTHORITY (1974-1987), 1948-1991	
3043/3/1/	ANNUAL REPORTS, 1982-1988	
	Reports cover all of West Surrey and North East Hampshire Health Authority.	
1	File containing annual financial report for 1982-3 and papers relating to industrial relations	Apr 1982 -1986
2	Annual financial report	Mar 1983 -Mar 1984
3	Annual financial reports. 3 items	Apr 1984 -Mar 1987
4	Annual financial report	Apr 1987 -Mar 1988
3043/3/2/	AREA HEALTH AUTHORITY COMMITTEES AND WORKING GROUPS, 1976-1981	
1	Surrey Area Multi-Disciplinary Committee. Copy minutes, agendas and correspondence. 1 file	Nov 1976 -Jun 1981
2	Working Group to Plan Movement of Mental Illness Patients to South West Surrey District wards at Royal Surrey County Hospital. Copy minutes, papers and correspondence. 1 file	Sep 1978 -Apr 1981
3043/3/3/	DISTRICT HEALTH AUTHORITY COMMITTEES AND WORKING GROUPS, 1973-1988	
3043/3/3/1/	<u>District Management Team, 1976-1987</u>	
	The District Management Team (DMT) provided the management function of the District Health Authority. Papers include minutes of committees reporting to the District Management Team. A partial index to these minutes up to 1979 is in 6186/3/12. The series continues from April 1982 in 6186/3/13-25.	
1	Copy minutes, agendas and papers. 1 file.	Nov 1976 -Jun 1977

3043/3/3/1/2	Copy minutes, agendas and papers. 1 file.	Jun 1977 -Dec 1977
3	Copy minutes, agendas and papers. 1 file.	Jan 1978 -Aug 1978
4	Copy minutes, agendas and papers. 1 file.	Sep 1978 -Mar 1979
5	Copy minutes, agendas and papers. 1 file.	Apr 1979 -Oct 1979
6	Copy minutes, agendas and papers. 1 file.	Nov 1979 -Jun 1980
7	Copy minutes, agendas and papers. 1 file.	Jul 1980 -Jan 1981
8	Copy minutes, agendas and papers. 1 file.	Feb 1981 -Dec 1981
9	Copy minutes, agendas and papers. 1 file.	Jan 1982 -Mar 1982
10	Correspondence file, including some copy minutes.	11 Jul 1980 -6 Mar 1985
11	District Management Board. Copy minutes, agendas and papers. 1 file. Includes published Annual Report of the National Association of Health Authorities, 1984-1985.	7 Jan 1986 -3 Mar 1987
3043/3/3/2/	<u>Hospital Medical Executive Committee, 1973-1983</u>	
1	Copy minutes, papers and correspondence. 1 file	Oct 1973 -Jun 1974
2	Copy minutes, papers and correspondence. 1 file	Aug 1974 -Jul 1975
3	Copy minutes, papers and correspondence. 1 file. Incomplete.	Jul 1975 -Oct 1976
4	Copy minutes, papers and correspondence. 1 file	Feb 1977 -Dec 1977
5	Copy minutes, papers and correspondence. 1 file.	Jan 1978 -Dec 1978
6	Copy minutes, papers and correspondence. 1 file	Jan 1979 -Mar 1980

3043/3/3/2/7	Copy minutes, papers and correspondence. 1 file	Apr 1980 -Dec 1981
8	Copy minutes, papers and correspondence. 1 file	Jan 1982 -Nov 1983
3043/3/3/3/	<u>Mental Health Care Planning Team, 1984-1987</u>	
1	File of copy minutes and agendas	1 Aug 1984 -31 Jan 1985
2	File of copy minutes, papers and correspondence	23 Jan 1985 -6 Jul 1987
3	File of copy minutes, agendas and correspondence, including Final Report of the Brookwood Steering Group, Apr 1986	Apr-Sep 1986
3043/	<u>District Staff Consultative Committee (DSCC), 1975-1982</u>	
Box 49/12	Working notes including draft constitution. 1 file.	Apr 1975 -Feb 1978
Box 52/2	Copy minutes, papers and correspondence. 1 file. Minutes not included after Mar 1978	Mar 1975 -May 1982
3043/	<u>Meetings of Senior Administrators, 1976-1983</u>	
	Minutes of meetings of senior administrators, 1976-1981, are in 6186/3/34.	
Box 71/5	Meetings of Senior Administrators and District Managers. Copy minutes and papers	Feb 1976 -May 1980
Box 71/6	Copy minutes, agendas and papers. 1 file	4 Feb 1981 -11 Oct 1983
3043/	<u>Division of Psychiatry, 1981-1988</u>	
	The Department and Division of Psychiatry were district functions, and are separate to the Department of Psychiatry at Brookwood which ceased to be a management body in 1980.	
264	Department of Psychiatry. File of agendas, minutes and reports	22 Jan 1981 -28 Jan 1988
3043/228	Division of Psychiatry. File of copy minutes and agendas	Jul 1985 -Mar 1988

3043/	<u>District Working Party on Development of Psychiatric Services in Surrey, 1982-1983</u>	
Box 49/6	Copy minutes. 1 file	Feb 1982 -Dec 1982
Box 49/7	Copy minutes. 1 file	Jan 1983 -Nov 1983
Box 67/13	Copy minutes and papers. 1 file	Jan 1984 -Jul 1985
	<u>District Personnel and Staffing Committee, 1983-1987</u>	
	The committee first met 15 April 1983.	
Box 48/3	Copy minutes, agendas and papers. 1 file	Apr 1983 -Jun 1986
Box 67/2	Copy minutes, agendas and papers. 1 file	Aug 1986 -Feb 1987
	<u>District planning functions, 1983-1986</u>	
345	District Planning and Finance Committee. File of copy minutes and agendas	17 Oct 1983 -12 Jun 1986
Box 67/4	District Planning Group. Copy minutes, agendas and papers. 1 file. Includes expenditure and manpower proposals.	Oct 1983 -Aug 1985
	<u>District committees and working parties, 1980-1988</u>	
334	Psychogeriatric Service and Planning Group. File of copy minutes and agendas	3 Dec 1980 -26 Jun 1987
Box 49/11	District Staff Council. Copy minutes, agendas and papers. 1 file.	31 Dec 1981 -20 Oct 1983
Box 67/15	District Health Education Policy Group. Correspondence and papers, including Annual Report of Surrey Health Education Service, Apr 1982-Mar 1983. 1 file	14 Feb 1983 -22 Jul 1985
295	File of minutes and correspondence relating to the Paramedics' Forum and Therapeutic Advisory Support Team	10 Sep 1985 -14 Jan 1987
3043/3/4/	BROOKWOOD HOSPITAL COMMITTEES AND WORKING GROUPS, 1971-1986	
3043/3/4/1/	<u>Department of Psychiatry, 1974-1980</u>	

The Department of Psychiatry was formed in Apr 1974, assuming the functions of the Division of Psychiatry and Executive Committee of Farnham and Brookwood Hospital Management Committee. Three sub-committees were initially appointed: Medical Staff Committee; Forward Planning Committee; and Rehabilitation Committee, this last being superseded by the Therapeutic Services Consultative Committee in 1977. Prior to the administrative re-organisation of Apr 1980, the Department of Psychiatry was the main executive body of the hospital.

1	Copy minutes, agendas and papers. 1 file.	May 1974 -Dec 1974
2	Copy minutes, agendas and papers. 1 file.	Jan 1975 -Dec 1975
3	Copy minutes, agendas and papers. 1 file.	Jan 1976 -Dec 1976
4	Copy minutes, agendas and papers. 1 file.	Jan 1977 -Dec 1977
5	Copy minutes, agendas and papers. 1 file.	Jan 1978 -Dec 1978
6	Copy minutes, agendas and papers. 1 file.	Jan 1979 -Dec 1979
7	Copy minutes, agendas and papers. 1 file.	Jan 1980 -Apr 1980
3043/3/4/2/	<u>Multi-Disciplinary Advisory Group (MDAG), 1980-1982</u>	
	The MDAG was established in Apr 1980, partially superseding the Department of Psychiatry and the Joint Brookwood Hospital Committee. Its role was defined as to advise and make proposals to the Local Management Team on all matters affecting the hospital.	
1	Copy minutes, papers and correspondence. 1 file	May 1980 -Mar 1981
3043/3/4/2/2	Copy minutes, papers and correspondence. 1 file	May 1981 -Jun 1982

3043/3/4/3/	<u>Hospital Services Team (HST) and Hospital Medical Ancillary Services Team (HMAST), 1972-1975</u>	
	The HMAST and HST were established separately in Nov 1972, but met together as from 1973. The meetings were renamed Heads of Departments meetings c.1975.	
1	Copy minutes and papers. 1 file	Nov 1972 -Jun 1973
2	Copy minutes and papers. 1 file	Jul 1973 -Jun 1974
3	Copy minutes and papers. 1 file	Jul 1974 -Jul 1975
3043/3/4/4/	<u>Heads of Departments Meetings, 1975-1984</u>	
	Directly superseding the HST/HMAST. For copy minutes of Heads of Departments meetings, Oct 1979-Jan 1986, see 6186/3/64.	
1	Copy minutes, papers and correspondence. 1 file.	Sep 1975 -Dec 1978
2	Copy minutes, papers and correspondence. 1 file.	Jan 1979 -Jun 1980
3	Copy minutes, papers and correspondence. 1 file.	Jul 1980 -Nov 1983
4	Copy minutes and agendas. 1 file	15 Dec 1982 -22 Nov 1984
3043/3/4/5/	<u>Rehabilitation Committee and Working Party, 1971-1975</u>	
1	Working papers. 1 file.	Sep 1971 -Mar 1974
2	Copy minutes. 1 file.	22 Oct 1971 -13 Feb 1974
3	Report of the Visit by Members of the Association of Occupational Therapists	Sep 1972
3043/3/4/5/4	Copy minutes and papers. 1 file. Includes reports of Physical Therapy Group, Mar 1974-May 1974	Mar 1974 -Nov 1975

5	Rehabilitation Working Party. Copy minutes and papers. 1 file.	Dec 1975 -Oct 1976
3043/3/4/6/	<u>Housing Committee Meetings, 1975-1980</u>	
	The committee was established in Apr 1975 with a brief to revise the method of housing allocation.	
1	Copy minutes and papers. 1 file	Apr 1975 -Dec 1980
3043/3/4/7/	<u>Therapeutic Services Co-Ordinating Committee (TSCC), 1977-1980</u>	
	The TSCC was established in Sep 1977 following review of the operation of the Rehabilitation Committee and the Rehabilitation Working Party. The new committee replaced these two bodies and reported to the Department of Psychiatry.	
1	Copy minutes, papers and correspondence. 1 file	Sep 1977 -Oct 1978
2	Copy minutes, papers and correspondence. 1 file	Nov 1978 -Jul 1979
3	Copy minutes, papers and correspondence. 1 file	Aug 1979 -Oct 1980
3043/3/4/8/	<u>Joint Brookwood Hospital Committee, 1978</u>	
	The committee was established in Jun 1978 to offer opinions and recommendations on policy independently from management.	
1	Copy minutes. 1 file	Jun-Sep 1978
3043/3/4/9/	<u>Local Management Team (LMT), 1979-1982</u>	
1	Copy minutes, papers and correspondence. 1 file.	Jan 1979 -Dec 1979
2	Copy minutes, papers and correspondence. 1 file.	Jan 1980 -Jul 1980
3043/3/4/9/3	Copy minutes, papers and correspondence. 1 file.	Jul 1980 -Nov 1980
4	Copy minutes, papers and correspondence. 1 file.	Jan 1981 -May 1981

5	Copy minutes, papers and correspondence. 1 file.	Jun 1981 -Oct 1981
6	Copy minutes, papers and correspondence. 1 file.	Oct 1981 -Apr 1982
7	Copy minutes of Local Management Team/ Affiliated Staff Organisations meetings. The primary affiliated staff organisation was the Confederation of Health Service Employees (COHSE).	Dec 1979 -Apr 1982
8	Copy minutes of Local Management Team/ Non-Affiliated Staff Organisations meetings The primary non-affiliated staff organisations were the Royal College of Nursing (RCN) and the National Association of Local Government Officers (NALGO).	Feb 1980 -Nov 1981
3043/3/4/10/	<u>Unit Management Team (UMT), 1977-1986</u>	
1	Unit Management Team/ Affiliated Union Meetings. Agendas, minutes and papers, Sep 1983-Apr 1984, and correspondence, 1977- 1984. Includes some meetings of Unit Management Team/ Unaffiliated Union meetings. 1 file	Apr 1977 -May 1984
2	Unit Management Team and Consultant Medical Staff Meetings. Copy minutes, agendas and papers. 1 file	Dec 1982 -May 1984
3	Copy agendas, minutes and correspondence	May 1983 -Dec 1984
4	Copy minutes, agendas and papers. 1 file	Jan 1986 -Oct 1986
5	Unit Health and Safety Committee agendas, minutes and correspondence	1979-1983
3043/3/4/11/	<u>Brookwood nursing committees, 1975-1979</u>	
1	Charge Nurses Meetings. Copy minutes. 1 file.	4 Jul 1975 -26 Sep 1975
3043/3/4/11/2	Divisional/Senior/Nursing Officers Meetings. Copy minutes, papers and correspondence. 1 file. Includes some minutes of Charge Nurses Meetings.	30 Sep 1975 -21 Sep 1976

3	Nursing Procedures Committee. Copy minutes. This committee was established to revise the psychiatric procedures in use, and to adapt the general nursing procedures suggested by the Frimley Park Procedures Committee for use at Brookwood. 1 file.	20 Jul 1976 -1 Sep 1977
4	Meeting of Nursing Administration. Copy minutes and papers. 1 file. One meeting only.	3 Apr 1979
3043/3/5/	INSPECTION: HOSPITAL ADVISORY SERVICE, 1985 The Hospital Advisory Service (HAS) previously inspected Brookwood in 1971: see under Brookwood Hospital Management Committee. As part of a broader survey of provision for mental illness a team also visited for two days in Oct-Nov 1985.	
1	Report file. Consists of separate printed 'Reports on Services for Mentally Ill People' for: West Surrey and North East Hampshire Health Authority; South West Surrey District Health Authority; North West Surrey District Health Authority.	Aug 1985
2	Working papers, departments' comments and correspondence. 1 file	Aug-Dec 1985
3043/	STAFF AND APPOINTMENTS, 1959-1987 <u>Reports and agreements, 1976-1979</u>	
Box 57/12	'Disciplinary procedure, grievance procedure, and health and safety policy.' Printed at Netherne Hospital.	1 Apr 1976
Box 63/3	Report of the Committee of Inquiry into Industrial Relations	Mar 1979
Box 61/11	Area Procedure Agreement on a recruitment ban, including notifications to the sector administrator of vacancies not to be advertised due to the closure of Holloway Sanatorium. 1 file	Apr 1980 -Jun 1981
3043/237	Proof of evidence of Dalia K. Lichfield, planning consultant, at the Brookwood Lye public enquiry. 1 item	9 Jul 1985

251	Proof of evidence of Sheila Howells, regional planning officer of South West Thames Regional Health Authority, at the Brookwood Lye public enquiry. 2 items	1985
	<u>Accident books, 1965-1982</u>	
	Registers recording domestic and ward incidents involving staff. Information includes: name and occupation of injured person; date and time of accident; room or place of accident; cause and nature of injury. Books 31-32 appear to have been transferred to West Surrey and North East Hampshire District headquarters. 34 is also missing.	
Box 64/6/i	Accident Book no.22	8 Nov 1965 -19 Dec 1966
Box 64/6/ii	Accident Book no.23	19 Dec 1966 -14 Nov 1967
Box 64/6/iii	Accident Book no.24	16 Nov 1967 -6 Jan 1969
Box 64/6/iv	Accident Book no.25	13 Jan 1969 -11 Feb 1970
Box 64/6/v	Accident Book no.26	11 Feb 1970 -4 Aug 1971
Box 64/6/vi	Accident Book no.27	6 Jul 1971 -20 Sep 1972
Box 64/6/vii	Accident Book no.28	25 Sep 1972 -13 May 1974
Box 64/6/viii	Accident Book no.29	14 May 1974 -19 Nov 1975
Box 64/6/ix	Accident Book no.30	20 Nov 1975 -29 Apr 1977
Box 64/6/x	Accident Book no.33	13 Sep 1979 -20 Feb 1980
Box 64/6/xi	Accident Book no.35	3 Jul 1981 -30 Mar 1982
3043/	<u>Miscellaneous, 1959-1987</u>	
Box 64/4	List of disabled persons employed, including statistics relating to numbers of employees. Includes names of staff	Jun 1959 -Mar 1980

Box 70/1	Advertisements file, including contents sheet, correspondence and requests for employment advertisements.	1979-1982
Box 61/1	Manual of agreed policies and procedures, photocopied Mar 1979 from 1975 original. Includes some correspondence relating to revision of appointment procedure.	1975-1979
Box 61/2	Correspondence file relating to health and safety at work. Includes Surrey Area Health Authority booklet 'Guidelines to staff on the Management of Violent or Potentially Violent Patients', undated.	Jul 1976 -Mar 1981
Box 68/4	Annual reviews of salaries of part-time chaplains, based on proportion of patients of different denominations. 1 file	May 1976 -May 1979
340	File relating to nursing structure.	19 Aug 1981 -19 Nov 1986
Box 70/3	Correspondence concerning complaints against staff. Includes staff names. 1 file	Apr 1974 -Nov 1978
Box 73/2	Correspondence file relating to staff health and safety at work	Jan 1973 -Dec 1981
Box 48/6	Losses and compensation claims by staff, including correspondence, incident forms, estimates and copies of report and loss forms. 1 file	Nov 1985 -Mar 1987
3043/	MEDICAL AND PATIENT THERAPY FUNCTIONS, 1964-1989 <u>Secure Units, 1978-1988</u>	
331	File relating to the secure treatment of mentally abnormal offenders. Includes copy of Special Hospitals Research Report no.18, <i>Secure Units: A Bibliography</i> by M.J. Berry, RSU Research Unit, University of Birmingham, 1985.	1978-1985

3043/390	Correspondence file relating to the secure unit at West Villa	May 1983 -Nov 1988
	<u>Psychology Department, 1964-1984</u>	
Box 61/7	Correspondence file, including papers relating to appointment of Senior Clinical Psychologist. 1 file	Nov 1964 -Jul 1977
Box 61/8	Correspondence file.	Feb 1974 -May 1982
316	Psychiatric Services. Nursing Services for Brookwood 1984 and Beyond	Jun 1984
	<u>Therapy, 1969-1981</u>	
332	Correspondence file relating to electroconvulsive therapy and the establishment of an electro-encephalograph (E.E.G.) department.	28 Oct 1969 -30 Nov 1981
333	File relating to art therapy	1977-1980
Box 77/13	Folder containing typescript 'Project aiming to increase the range of creative expression in long-term psychiatric patients' by Willow King. Carried out at Brookwood Hospital as part of the remedial art studies course at Croydon College of Design and Technology.	Jun 1978
Box 68/2	Correspondence file relating to the work of Miss Ruth Underwood as Music Therapist at Brookwood.	Sep 1980 -Mar 1983
Box 52/6	Correspondence file relating to the future of psychiatric services. Includes South West Thames Regional Health Authority consultative document, 'Future Pattern of Services for the Mentally Ill', Jun 1983, and photocopy of West Surrey and North East Hampshire District Health Authority newsletter, 'Towards a new future. The Brookwood Scheme', Dec 1983.	Jan 1981 -Dec 1983

3043/ Patient Dependency Factor Survey, 1986-1989

Files consist of returns of survey forms relating to individual patients developed by Cherry Readhead, CPRU, Hackney Hospital. Files arranged by ward, names of which are entered below. Information for each patient includes a behaviour assessment schedule. This series has a closure period of 100 years.

381	Alexander 1. 1 file	1986
221	Alexander 8. 1 file	1986
192	Barton, Ellis and Tringham. 1 file	1986-1987
326	Flat 6. 1 file	1986
328	Florence 1. 1 file	1986
291	Florence 2. 1 file	1986
383	Florence B. 1 file	1986
191	Florence C. 1 file	1986
327	Florence D. 1 file	1986
288	Florence G. 1 file	1986
384	Florence H. 1 file	1986
378	Garden Villa. 1 file	1986
379	North Villa. 1 file	1986-1987
290	Pinel 10. 1 file	1986-1987
188	Pinel 10A. 1 file	1986-1987
377	Pinel 12. 1 file	1986
380	Tuke 1. 1 file	1986
193	Tuke 2 and 'Lloyd's Ward'. 1 file	1986-1987
219	Tuke 4. 1 file	1986-1987
382	Tuke 8. 1 file	1986
220	Tuke 9. 1 file	1986

3043/385	Unknown Disposals. 1 file	1986
387	File of loose questionnaires	1986
204	File of correspondence relating to patient dependency study and resettlement	1986-1989
196	File relating to Brookwood Hospital Dependency Study.	27 May 1987
3043/	WARD ADMINISTRATION, 1955-1990	
	Due to the importance of the change to hospital sectorisation in 1973, some records of ward administration have been placed here even though they predate the period of the West Surrey and North East Hampshire Health Authority. Sectorisation was the process by which wards were allocated to patients from particular geographical areas. The hospital was divided along these lines into three area divisions, covering Farnham and Frimley, Guildford, and Woking divisions.	
272	File relating to Pinel Wards 10, 11 and 12, including minutes of the Estates (Works) Sub Committee and architects' plans	1955-1973
338	File relating to psychogeriatric wards	7 Dec 1971 -23 Nov 1990
Box 81/7	Correspondence file relating to proposals for hospital sectorisation. 1 file	Mar 1972 -Mar 1974
Box 65/6	Copies of performance statistics for Annexe 'C' and 'E' with reference to minimum standards for the mentally ill. Includes some correspondence, mostly with Department of Health and South West Metropolitan Hospital board. 1 file	Mar 1972 -Dec 1974
Box 81/8	Patient survey returns relating to reorganisation of wards. Information for each patient includes: age; date of admission; area from which admitted. 1 file.	Nov 1972
232	Specification for works in Pinel wards 11 and 12 at Brookwood Hospital	4 Jan 1974
3043/Box 75/6	Correspondence file relating to approval for reduction in numbers of beds	Nov 1976 -Oct 1980

Box 63/18	Correspondence and papers relating to ward integration project between Tuke 2 and Florence A wards. Papers relating to union responses to proposals are in Box 74/7. 1 file	May 1978 -Aug 1981
Box 52/4	Conversions and heating renovations to Tuke wards. Correspondence file including copy minutes of construction meetings.	Jul 1969 -May 1981
Box 72/4	Integration of Pinel Wards 10 and 14. Correspondence file including sketch plans of wards.	May 1975 -Nov 1980
Box 72/7	Correspondence, sketch plans and some minutes of site meetings for development of sanitary annex to Tringham ward. 1 file.	Nov 1977 -May 1979
Box 72/8	Correspondence relating to development of functional wards as part of proposal for change from geographical sectorisation of hospital. 1 file	Jan 1978 -Apr 1981
339	File relating to Florence wards A-E, F1-2, G and H	16 Sep 1981 -25 Oct 1990
257	File of correspondence and minutes relating to Tuke Wards 1, 4 and 9 and Lloyd	1 Feb 1982 -1 May 1990
258	File of correspondence and minutes relating to Alexandra Wards 1, 7, 8 and 9	4 Jun 1982 -26 Sep 1989
3043/	PATIENT AFFAIRS, 1968-1989	
	<u>Documentation of admissions, 1970-1979</u>	
Box 59/7	File relating to the operation of the Patient Affairs Department. From Jan 1976 this department dealt with the documentation of admissions.	Feb 1970 -Feb 1977
Box 52/10	Mental Health Enquiry 1979. Computer printout sheets showing coded statistics of admissions, discharges and deaths. No staff or patient names. 1 file	1979
	<u>Patient transfers, 1978-1987</u>	
Box 75/7	File relating to transfer of patients from Holloway Sanatorium, Virginia Water.	Mar 1978 -Oct 1980
3043/Box 75/8	File relating to transfer of patients to and from Milford hospital, near Godalming	Aug 1980 -Mar 1981

Box 74/5	Correspondence and instruction relating to transfer of patients to Milford hospital and Royal Surrey County Hospital. 1 file	Aug 1979 -Dec 1980
Box 63/1	Ms Jean Lloyd's file of transfer of patients from Brookwood to Milford hospital. Includes some patient names and addresses of next of kin.	Aug 1980 -Mar 1981
178	Bundle of computer printouts relating to patient statistics.	1987
	<u>Patient complaints, 1968-1988</u>	
Box 57/16	Hospital complaints register. Information includes: name of complainant; nature of complaint; description of investigation. Entries signed by chairman of the Hospital Management Committee. Includes loose envelope of inserts entitled 'complaints procedure'.	28 May 1968 -17 Mar 1975
224	File relating to patients' complaints	27 Jul 1970 -5 Dec 1984
194	File relating to patients' complaints	26 Jan 1985 -2 Dec 1988
	<u>Miscellaneous, 1975-1989</u>	
389	File relating to patients' entertainments	1975-1989
199	Bundle of papers relating to patient outings and activities	1978-1979
284	Patient Activities Co-ordinator. File relating to Pageant Day	1978-1979
Box 75/5	Report of the Committee of Inquiry into Standards of Patient Care at Brookwood Hospital. Includes correspondence and papers relating to the operation of the enquiry. 1 file	Jul 1978 -Nov 1980
Box 57/15	Sample of missing persons forms. Completed by Nursing Officer and submitted to Camberley police.	Apr 1981 -May 1981

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Richard Anderson/ IS
June 2003-January 2004