

Specialist Estates Services Notification 23/09

02 November 2023

For action by:

Chief Executives, NHS Health Boards and Trusts

For information only:

Head of Capital Estates and Facilities
Department of Health and Social Care, Welsh Government

Associated documents:

CV (Annex A)
Model letter (Annex B)

Dear Colleague,

AUTHORISING ENGINEER FOR VENTILATION

Shared Services Partnership – Specialist Estates Services (NWSSP-SES) has fulfilled the role of Authorising Engineer (ventilation) for a number of years.

This role was one of the duties undertaken by Dylan Evans, who has recently left Shared Services Partnership. We now require your assistance to put in place the necessary documentation to appoint Dylan Morris as the new Authorising Engineer (ventilation). Dylan's personal profile is provided in Annex A summarising his qualifications and experience.

Action for Local Health Boards/Trusts

The contents of this SESN should be brought to the attention of the Designated Person (ventilation services), the Ventilation Safety Group and the Estates/Facilities Manager.

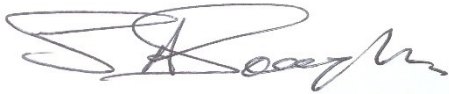
Health boards and Trusts will need to confirm in writing the appointment of Dylan Morris in line with the guidance set out in WHTM 03-01: Specialised ventilation for healthcare premises.

To assist you in your response a model letter (Annex B) may be downloaded from the link below for your completion.

[Link to Annex B](#)

Any enquiries on the content of this letter should be addressed to Dylan Morris - Senior Performance Standards Engineer (Vent) dylan.morris2@wales.nhs.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Douglas', with a large, stylized initial 'S'.

Stuart Douglas BSc (Hons), PGDip, MRICS, MAPM

Director Specialist Estates Services

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