

**Confidential**  
**Gas safety Management Report 2013**

Mr S Williams  
Technical Operations Manager  
Middlesbrough Council  
Property Services  
Cargo Fleet Lane  
Middlesbrough  
TS1  
January 2014

Kevin Winship  
First Floor 11  
Campbell Court  
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RG26 5EG

Dear Steve,

**RE: Management and Compliance Progress; Review 2013**

In respect of our recent meeting I comment as follows;

Following on from my management inspection of Property Services (formerly Street Scene) in 2011 it is fair to say that there has been a significant improvement in the way work is controlled.

There is clearly willingness by the Management Team of Property Services to comply with legislation and deliver a quality service to Middlesbrough Council (MC). The barriers that were there previously have been removed and all involved are now sure of their roles and responsibilities; this is relevant for Management down to the engineers undertaking work.

**Previous assessment main points; / current situation**

- **Corporate Gas Safety Policy not embraced by all**  
Property Services are now working to policies and procedures as instigated by Middlesbrough Council.
- **No coherent strategy for the achievement of relevant gas safety legislation**  
Property Services are now conversant with the requirements of legislation and are therefore endeavouring to deliver a service to achieve this. The provision of an extensive database of all properties and attributes to be worked on is a significant addition to the control of work undertaken.
- **Contract / SLA between MC and PS for cyclical maintenance and statutory duties needs to be reviewed to communicate expectations:**  
Property Services have worked with Corporate Asset Management to establish an internal relationship with all parties clear on their part in satisfying statutory requirements and is fit for purpose and enables the Council to move positively forward.

In addition Property Services have;

- Undertaken a Business Analysis
- In place a structure fit for purpose, with technically competent persons in managerial positions
- Developed procedures / processes to confirm that;
  - Supervision & engineers are gas competent
  - Engineers are trained relevant for work
    - Control of engineers competency
    - Work allocation

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- Sufficiently resourced for work loads are available, including the provision of sub-contractors, Contingency arrangements when workloads are high
- Administration resources available
- Monitors to ensure effectiveness of all
  - Implement operational processes to meet MBC expectations
  - Manage contractual database requirements
  - Developed operational working procedures / processes for the delivery of safe gas work
- Developed work instructions / method statements
- Developed fit for purpose documentation for all streams of work
- Processes in place for dealing with unsafe situations
- Technical provision
- Quality assurance – in-house QA & external verification

### Conclusion

To conclude the above and as stated earlier it is my professional opinion that Property Services are now in a significantly improved position to control the delivery of safe gas work for Middlesbrough Council.

Should you require any additional information please do not hesitate to contact me.

*K. Winship.*

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