Scottish Building Standards Hub (SBSH)

Strategic and Operational Business Plan

and

Annual Report

2024/2025

Version 1.3 – 14th June 2024.

Produced by the Scottish Building Standards Hub.

June 2024.

Document Version Control.

Title: Scottish Building Standards Hub (SBSH) Strategic and Operational Business Plan and Annual Report.

Purpose: This document outlines the business plan for the Scottish Building Standards Hub (SBSH).

Version:	Date:	Notes:
1.0	16.01.2024	Initial 2024 draft.
1.1	07.03.2024	Revised draft for DMDG comment.
1.2	20.03.2024	Amended draft for DMDG comment.
1.3	14.06.2024	Additional text added under section '1.3 Governance'.

Business Plan Contents:

1.0 Introduction:

1.1 Background:

1.1.1 Following the failings in the construction of Edinburgh School Buildings and the tragic Grenfell Tower fire, a Ministerial Working Group on Building and Fire Safety set up two Review Panels looking at 'Compliance and Enforcement' and 'Fire Safety' which reported in 2018.

The Building Standards Futures Programme Board was subsequently set up by the Minister for Local Government and Communities to provide guidance and direction on the development and implementation of the recommendations made.

1.1.2 The Board's remit was to strategically advise and direct a broad programme of work aimed at improving the performance, expertise, resilience and sustainability of the Scottish building standards framework and services across Scotland.

1.1.3 Recommendations were taken forward through the following work streams:
- Verification Delivery Model.
- Workforce Strategy.
- Certification Strategy.
- Compliance Plan Approach.
- Digital Transformation.
- Technical Strategy.
- Verification Standards.

1.1.4 Each of the work streams was led by officers within the Building Standards Division of the Scottish Government and involved a range of stakeholders from construction industry organisations, professional bodies and public bodies including Scottish Futures Trust, Skills Development Scotland, BE-ST and local authorities (through Local Authority Building Standards Scotland - LABSS).

1.1.5 It was under the verification delivery model workstream that the framework for a building standards hub in Scotland was considered.

1.1.6 LABSS options appraisal, proposing reshaping of the building standards system was considered by The Futures Programme Board Delivery Model Working Group (DMWG) which resulted in the setting up of the Delivery Model Development Group (DMDG) to deliver the proposal to develop and deliver a Building Standards Hub (BSH) to drive change in the delivery of the building standards system with an aim to:
- Deliver excellent Public Services.
- Drive efficiencies.

- Increase capacity to deliver across all types of construction work.
- Ensure investment in skills and new technology.
- Provide resilience.
- Increase consistency.

1.1.7   A pilot programme was established to demonstrate the viability and sustainability of a BSH and identify the improvements that could be made to the current building standards delivery model, including the development of regional partnerships, the centralised administration of national building standards system services and specialist activities.

1.1.8   Fife Council was appointed as the host authority to support the BSH pilot programme and successfully undertook this role from inception on the 23 May 2022 until conclusion on the 23rd May 2024.

1.1.9   The pilot programme demonstrated that the concept of a permanent BSH would deliver improvement to the building standards system and delivery model as well as provide an asset that would support local authority building standards services as well as wider industry and those who use and interact with the building standards system.

1.1.10   A model and structure for a permanent BSH was fully developed, demonstrated, and costed, backed up by technical and strategic business cases.

1.1.11   This BSH model was formally approved by the DMWG and subsequently by the Building Standards Futures Programme Board.

1.1.12   BSH pilot development established that hosting for the permanent BSH was best placed within the local authority environment as an embedded stand-alone unit. Through the SoLACE Scotland Branch Briefing Note dated 26 May 2023, expressions of interest in hosting the BSH were sought from local authorities, which resulted in Fife Council being successful in the role, subject to agreement of terms of appointment.

1.1.13   Funding for the permanent BSH and other building standards related initiatives was established through a Scottish Government public consultation on proposals to increase building warrant application fees. The outcome analysis of the consultation being that there was support to fund a permanent BSH through an increase in building warrant application fees.

1.1.14   The Scottish Minister for Local Government and Communities formally agreed to the creation of a permanent BSH and its funding through an increase to building warrant application fees and formally offered the hosting the role to Fife Council on the 21st December 2023.

1.1.15 Fife Council Cabinet Committee formally considered the offer made by Scottish Ministers on the 11th January 2024 to host the permanent BSH and duly agreed and accepted that Fife Council would host the BSH.

1.1.16 CoSLA were kept fully appraised of all BSH Pilot developments with their views being sought on all relevant development activity. This led to overwhelming support for the pilot programme and the creation of a permanent BSH.

1.1.17 Change management activity led to the BSH to become known as the Scottish Building Standards Hub (SBSH) and became an actual entity on the 24th May 2024.

1.2 The Scottish Building Standards Hub (SBSH)

1.2.1 The SBSH is an independent stand-alone specialist unit hosted within Fife Council supporting local authority building standards services across all 32 Scottish local authorities and wider industry.

1.2.2 The business address for the SBSH is:

The Scottish Building Standards Hub
Protective Services
Fife Council
North Street
Glenrothes
KY7 5LT

1.2.3 The service provided by the SBSH to local authority building standards services and wider industry is delivered across three areas:
- By delivering a range of building standards system services.
- By supporting hubs of expertise and operational partnerships.
- By supporting learning and development.

1.2.4 Staff within the SBSH are employees of Fife Council and work to the host authority HR and corporate rules in terms of their employment regulation. Staff are designated home workers and will be line managed by the two Hub Directors who in turn are line managed by Fife Council's Head of Protective Services.

1.2.5 The SBSH manages its own specific budgetary and procurement arrangements within the host authorities own financial governance, adapted as necessary through the terms of appointment agreement between Fife Council and the Scottish Government.

1.2.6 The SBSH delivers its range of services and activities across 6 business units, namely the:

- Business Unit (BU).
- Operational Partnership Unit (OPU).
- STAS Unit (SU).
- Technical and Procedural Unit (TPU).
- Digital Transformation Unit (DTU).
- Learning and Development Unit (LDU).

1.2.7   These business units allow for clearer definition on the activity areas covered by the SBSH and aids the synergies between the SBSH and LABSS and other industry stakeholders. Overarching these business units are four main work areas, being:
- Hub Management.
- Training, Development and Competence.
- Technical Support.
- Business Support.

The structure is further detailed in Appendix 1.

1.2.8   There are 10.5 FTE staff working within the SBSH, namely:
- Two SBSH Directors – strategy and operational/technical.
- Learning and Development Manager.
- Learning and Development Officer.
- Three Technical Support Surveyors.
- Two Expert Technical Support Surveyors – fire and energy/environment.
- Administration and Technical Support Officer.
- Administration and Technical Support Assistant (0.5 FTE).

1.2.9   Staff within the SBSH are not dedicated to any specific business unit and their skills and experience are utilised across all functional areas.

1.3   Governance:

1.3.1   The SBSH is strategically directed by its 'Advisory Board', whose remit also ensures the SBSH is delivering as intended, and the annual business plan and performance is reviewed.

1.3.2   The appointed Advisory Board consists of around 10 to 12 members, initially 10 with representation coming from:
- Head of Protective Services Fife Council. (1 No.)
- Local Authority Building Standards Scotland (LABSS). (2 No.)
- Building Standards Division (BSD) of Scottish Government. (2 No.)
- CoSLA. (1No.)

- SoLACE. (1 No.)
- Certification Scheme Providers. (1 No.)
- Industry representatives. (2 No.)

1.3.3 Members of the Board will select a Chair and Vice Chair who will serve for three years following which re-selection will be undertaken. The limit may be altered through agreement of the Board.

1.3.4 The reporting mechanism on SBSH activity and performance back to Scottish Ministers is through the Advisory Board via the Building Standards Division (BSD).

1.3.5 Wider industry stakeholders are represented, in development of the SBSH via the 'Building Standards Stakeholder Group' which provides a sounding board for the construction sector providing feedback on industry issues and the performance of the SBSH.

2.0   Service Information:

2.1   Building Standards System Services.

2.1.1 The three main building standards system services that the SBSH deliver are:
- The Scottish Type Approval Scheme (STAS).
- Information Papers.
- The Dispute Resolution Process.

2.1.2 These services were previously delivered by LABSS. The management and operation of which transferred to the SBSH by member consent. Although they are supported through the SBSH, they remain LABSS services co-branded with the SBSH, signifying their origins and the local authority input required where regulatory, technical, procedural and/or operational decision is required.

2.1.3 STAS is a national approval scheme that allows customers to have their building design, or system design pre-approved, which then quickens the building warrant application process as only site-specific elements require to be checked. This also aids verifiers as they spend considerably less time and resource assessing applications accompanied by a STAS certificate.

2.1.4 The administration, technical assessment, and certificate issue process in relation to STAS is entirely carried out within the SBSH. Local authority input is sought in relation to matters that are an alternative approach to guidance or could be contentious in nature.

2.1.5 Information papers promote clarity and national consistency on the subject matter covered. They benefit both local authority verifiers and the building standards customer through the guidance they offer.

2.1.6 The administration, technical content, and paper publication process in relation to information papers is entirely carried out within the SBSH. Local authority review through the Consortium Technical Working Group (CTWG) is sought prior to publication, and they are consulted on matters that are an alternative approach to guidance or could be contentious in nature.

2.1.7 The Dispute Resolution Process (DRP) customer complaint mechanism which is vested in LABSS, acting on behalf of the local authorities, and is embedded in the Performance Framework under which all local authority building standards services must act. The DRP is a facility open to an applicant where they disagree with a technical, procedural or regulatory interpretation that a local authority verifier is adopting in the consideration of a building warrant submission, building project or proposed development through a preliminary enquiry.

2.1.8 Regional or national outcomes from dispute resolution cases are derived from verifier's decisions collated through their respective consortium groups at regional level and through the CTWG, with Building Standards Division (BSD) consultation at a national level. Whilst decisions made are verifier led, the SBSH technical support provides greater ability for research to help direct decision and opinion. The SBSH is the administration centre for the system.

2.2 Centres of Expertise and Operational Partnerships:

2.2.1 The SBSH operates, manages, and supports hubs of expertise and provides specialist advice to verifiers in the following areas:
- Fire engineering expert hub.
- Structural engineering expert hub.
- Specialist advice on fire safety design.
- Specialist advice on environmental and energy design.

2.2.2 The fire engineering and structural engineering expert hubs facilitate and pull together panels of experts from both industry and public sector to look at matters of national interest with a view to establishing a consistent position or opinion.

2.2.3 Matters of national interest include a variety of subjects for consideration, such as:
- Providing expert opinion as part of a review relating to fire and/or structure.
- Providing expert opinion on a new and innovative product or system/method of construction in relation to fire and/or structure.

- Providing expert opinion on nationally occurring construction/remediation matters in relation to fire and/or structure.
- Provide expert opinion in relation to matters of ministerial interest in relation to fire and/or structure.

2.2.4 The fire and structural expert hubs also facilitate wider operational partnerships that allow verifiers, through the SBSH, to access opinion/peer review in other areas of fire and/or structural related building standards activity, including peer review on level 3 fire engineered design solutions.

2.2.5 The SBSH's own fire expert provides a national centralised support role for verifiers and the building standards system services on matters related to fire.

2.2.6 The SBSH's own energy/environment expert provides a national centralised support role for verifiers and the building standards system services on matters related to energy and the environment.

2.2.7 The SBSH supports the operation of LABSS Consortium Technical Working Group (CTWG) and provides technical assistance. The CTWG is the established means to co-ordinate national outcomes through technical and procedural interpretational matters.

2.2.8 The SBSH supports the operation of LABSS Digital Delivery Group (DDG) via the 'Digital Hub', being the communications and strategy conduit between stakeholders and verifiers. The Digital Hub supports the BSD digital transformation strategy and contributes to national digital transformational matters.

2.2.9 The SBSH facilitates workload sharing between local authority verifiers in the assessment of building warrant applications, brokered by introducing a local authority who requires assistance in the assessment of building warrant applications with a local authority whose business model provides that service.

2.2.10 Expanded 'operational partnerships' also includes the wider liaison and engagement that exists in the daily operations of the SBSH with LABSS, BSD and wider industry stakeholders.

2.3 Learning and Development:

2.3.1 The SBSH operates and manages a web-based Learning Management System (LMS) containing digitised learning and training material specifically for building standards practitioners working for local authority building standards services in Scotland.

2.3.2 The SBSH supports the provision of CPD and training either provided directly or in conjunction with industry partners and stakeholders.

2.3.3 The SBSH supports national workforce development and strategy, including LABSS ambassador's networks, modern and graduate apprenticeship schemes and delivering lectures.

2.3.4 The SBSH operates and manages a web-based validation of skills system specifically for building standards practitioners working for local authority building standards services in Scotland.

3.0   Strategic Objectives:

3.1   Strategy:

3.1.1 The vision of the SBSH is to support transformation and improvement in building standards.

3.1.2 The high-level objectives of the SBSH, delivered through its 6 business units are:
- To support increased consistency nationally in the building standards service.
- To support increased capacity within building standards services.
- To provide resilience to verifiers.
- To support the drive for efficiencies.
- To support investment in skills and new technology.

3.1.3 The strategic objectives of the SBSH are detailed further in the paragraphs below, under their respective business unit headings. The strategy, at present, is reflected over a 3-year period in acknowledgement that this business plan has been produced when the SBSH has been first established and development will initially be in line with that determined from the BSH Pilot Programme. The present shape of strategic development therefor, for all business units, will take the form of:
- Year 1: Establish and implement the SBSH structure, services and activities as determined from the pilot development. identify areas for improvement and new opportunities.
- Year 2: Embed the SBSH to ensure service delivery is operating as intended. Scope solutions and implement areas of business delivery requiring improvement. Scope areas of new opportunity in conjunction with the 'Advisory Board'.
- Year 3: Source resource and funding, as applicable, and implement agreed new opportunities. Develop future strategic aims.

3.1.4 Since this approach is necessitated to get the SBSH functioning, the strategic plan for the first two years will appear more operational in development as opposed to developing anything new, which will start to be considered in year 3 (2026/27) of development.

3.1.5 As this is the initial business plan for the SBSH, it will not contain any review on the attainment of past years objectives. Review of the Building Standards Hub (BSH) Pilot programme was concluded in the BSH Pilot Final Report.

3.2 Business Unit (BU):

3.2.1 *Reporting on the SBSH against its identified 'Business Unit' strategic goals will be reported within this annual report providing further detail on:*
- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.2.2 Proposed strategic development for the Business Unit (BU) in 2024/25 is as follows:
- Recruit personnel to all posts within the SBSH.
- Embed the SBSH into Fife Council, including HR, procurement, contact details, and budget monitoring systems.
- Obtain IT equipment and relevant software for staff.
- Develop and embed back-office systems for the SBSH, particularly document management systems, case file systems and workflow tools.
- Develop the stand-alone website to support the SBSH services and activities, ensuring links and access for local authority building standards practitioners between the SBSH website and LABSS website as well as linkages to the learning management system and skills builder system.
- Develop the suite of business policy and procedures specific to the operation of the SBSH.
- Put in place a series of regular liaison and engagement meetings between the SBSH and colleagues, partners, stakeholders, etc.:
  - Advisory Board – Quarterly.
  - External Stakeholder Engagement Group – Quarterly.
  - SBSH Development Group (Former DMDG) – Monthly.
  - LABSS liaison – Monthly.
  - BSD liaison – Monthly.
  - Fife Council Catch Ups – Bi-weekly (Every 2 weeks).
  - SBSH team briefing/update sessions – Weekly.
- Identify and establish wider industry and stakeholder engagement, including CoSLA and SoLACE. (Others covered in more detail under other business unit strategies.)
- Develop and establish all reporting protocols, and who to.

3.2.3 Proposed strategic development for the Business Unit (BU) in 2025/26 is as follows:
- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of business operation where improvement is required.
- Implement identified business operation change.
- Through liaison and stakeholder engagement, identify and record areas of potential SBSH development that could further assist the national suite of building standards system services and activities in support of improving the building standards delivery model.

3.2.4 Proposed strategic development for the Business Unit (BU) in 2026/27 is as follows:
- In conjunction with the Advisory Board, establish what the SBSH priority development areas should be.
- Investigate the identified priority developments to ascertain the implications for the SBSH, including resource and funding.
- Make business cases for additional funding/resource as and if applicable.
- Commence programme of SBSH development.

3.3 Operational Partnership Unit (OPU):

3.3.1 *Reporting on the SBSH against its identified 'Operational Partnership Unit' strategic goals will be reported within this annual report providing further detail on:*
- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.3.2 Proposed strategic development for the Operational Partnership Unit (OPU) in 2024/25 is as follows:

Fire Engineering Expert Hub:
- Continue development in establishing the Fire Engineering Expert Hub.
- Establish the finalised remit and scope of the Fire Engineering Expert Hub.
- Raise local authority and stakeholder awareness of the Fire Engineering Expert Hub and publicise its presence and relevant material on the SBSH website.

Structural Engineering Expert Hub:
- From the raw framework established through the BSH Pilot programme, develop, and establish the Structural Engineering Expert Hub.
- Establish the remit and scope of the Structural Engineering Expert Hub.
- Raise local authority and stakeholder awareness of the Structural Engineering Expert Hub and publicise its presence and relevant material on the SBSH website.

LABSS Consortium Technical Working Group (CTWG):

- Develop, agree, and establish the remit and scope by which the SBSH supports LABSS Consortium Technical Working Group (CTWG).
- Develop, agree, and establish the communications strategy between the SBSH and CTWG.
- Establish a series of dates that the CTWG will meet (Four annually).
- Raise local authority and stakeholder awareness of the support mechanisms provided by the SBSH to the CTWG and publicise the relevant material on the SBSH website.

LABSS Digital Delivery Group (DDG):
- Review and refresh the remit and scope that presently exists, by which the BSH Pilot, through the Digital Hub, has supported the LABSS Digital Delivery Group (DDG).
- Develop, agree, and establish the communications strategy between the SBSH and DDG.
- Establish a series of dates that the DDG will meet (Four annually).
- Raise local authority and stakeholder awareness of the support mechanisms provided by the SBSH to the DDG and publicise the relevant material on the SBSH website.

Workload Sharing:
- Refresh and publicise the BSH Pilot developed workload sharing template and associated guidance on the SBSH website.
- Raise local authority awareness of the brokering facility, through the SBSH, of the facility to share workload in respect of the assessment of building warrant applications.
- Seek, and confirm, with those local authorities who deliver a plan assessment service that they are content to be held by the SBSH on a database in order to inform local authorities seeking assistance of their service availability.
- Develop and maintain a register of those local authorities offering plan assessment services, together with details on their business model.

Memorandum of Understanding (MOU):
- Ensure the MOU between the SBSH and local authorities, as developed through the BSH Pilot is fully adopted and in place.
- Ensure the MOU between the SBSH and LABSS, as developed through the BSH Pilot is fully adopted and in place.
- Manage and develop SBSH MOU's as necessary, raising awareness of their existence.

Centres of Expertise:
- Develop, agree scope, and publicise of services that will be made available to local authorities, via the SBSH, through the Fire Engineering Expert Hub, including peer review of level 3 fire engineered design.
- Develop, agree scope, and publicise the services that will be made available to local authorities, via the SBSH, through the Structural Engineering Expert Hub.
- Raise local authority awareness of the support services available through the Fire and Structural Engineering Expert Hubs and publicise on the SBSH website.

- Develop the remit and scope of the SBSH's own fire expert support services to local authorities.
- Develop the remit and scope of the SBSH's own energy/environment expert support services to local authorities.
- Raise local authority awareness of the support services available through the SBSH's own fire and energy/environment expert and publicise on the SBSH website.
- Develop the remit and scope by which local authorities may submit a technical, procedural, or regulatory query to the SBSH.
- Develop the mechanisms by which local authorities may access expertise through the SBSH, raise awareness with local authorities and publicise on the SBSH website.
- As noted under Business Unit strategy, develop case and document management systems for expertise requests post SBSH implementation.

3.3.3   Proposed strategic development for the Operational Partnership Unit (OPU) in 2025/26 is as follows:
- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of service operation where improvement is required.
- Implement identified service operation change.
- Through liaison and stakeholder engagement, identify and record potential new areas of SBSH development that could further enhance the range of expertise or operational partnerships in support of improving the building standards delivery model.

3.3.4   Proposed strategic development for the Operational Partnership Unit (OPU) in 2026/27 is as follows:
- In conjunction with the Advisory Board, establish what the SBSH priority development areas should be.
- Investigate the identified priority developments to ascertain the implications for the SBSH, including resource and funding.
- Make business cases for additional funding/resource as and if applicable.
- Commence programme of SBSH development.

3.4   Scottish Type Approval System - STAS Unit (SU):

3.4.1   *Reporting on the SBSH against its identified 'STAS Unit' strategic goals will be reported within this annual report providing further detail on:*
- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.4.2   Proposed strategic development for the STAS Unit (SU) in 2024/25 is as follows:

- Develop new processes, application forms, and registration/process/issue mechanisms by which the STAS system will be administered, managed, and operated within the SBSH. This will also include development of a proportionate peer review process and mechanism to consult LABSS/local authorities on alternative approaches to design.
- Consider re-branding of STAS to make more relevant to the transfer of service operation and perception. I.e., Scottish Type Appraisal System.
- Review and develop new fees scales for STAS applications of differing type, size, and complexity.
- Raise stakeholder and local authority awareness of the revised STAS and processes and publicise on the SBSH website.
- Transfer the assessment of STAS applications from the 'lead authority' format to in house assessment as technical support surveyors are recruited and operational.
- As noted under Business Unit strategy, develop case and document management systems for new STAS applications post SBSH implementation.

3.4.3   Proposed strategic development for the STAS Unit (SU) in 2025/26 is as follows:
- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of service operation where improvement is required.
- Implement identified service operation change.
- Establish a programme of engagement to liaise with local authorities, existing STAS customers and identify potential new STAS customers. Identify and record potential areas for STAS service development that will be mutually beneficial to the customer and verifier.
- Work with STAS customers to review/update approvals following any changes to the Technical Handbooks.

3.4.4   Proposed strategic development for the STAS Unit (SU) in 2026/27 is as follows:
- In conjunction with the Advisory Board, LABSS, local authorities and customers, establish what the SBSH priority development areas should be.
- Investigate the identified priority developments to ascertain the implications for the SBSH, including resource and funding.
- Make business cases for additional funding/resource as and if applicable.

3.5   Technical and Procedural Unit (TPU):

3.5.1   *Reporting on the SBSH against its identified 'Technical and Procedural Unit' strategic goals will be reported within this annual report providing further detail on:*
- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.5.2 Proposed strategic development for the Technical and Procedural Unit (TPU) in 2024/25 is as follows:

Information Papers:

- Develop new processes, in conjunction with LABSS through the CTWG, by which the need for an information paper is identified. Further develop and agree the process by which the information paper is produced and issued through the SBSH, with the necessary validation from LABSS/local authorities.
- Develop a SBSH annual review process for all information papers and for when standards change or other advice is issued from the BSD.
- Raise local authority and stakeholder awareness of the revised information paper processes and publicise on the SBSH website.
- As noted under Business Unit strategy, develop case and document management systems for new information papers post SBSH implementation.

The Dispute Resolution Process:

- Develop new processes, in conjunction with LABSS through the CTWG, by which dispute resolution cases are registered, assessed, and decisions notified. Further develop and agree the process by which cases and outcomes are issued through the SBSH, with the necessary validation from LABSS/local authorities.
- Raise local authority and stakeholder awareness of the revised Dispute Resolution Processes and publicise on the SBSH website.
- As noted under Business Unit strategy, develop case and document management systems for new dispute resolution cases post SBSH implementation.

CTWG and other Business Units Technical Support:

- Embed the support provided by the Technical and Procedural Unit into the CTWG and all other business units as defined within their strategic plan.
- Develop and embed the technical and specialist technical support provided into all areas of SBSH services and activity.

3.5.3 Proposed strategic development for the Technical and Procedural Unit (TPU) in 2025/26 is as follows:

- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of service operation where improvement is required.
- Implement identified service operation change.
- Through the programme of engagement and liaison with local authorities and stakeholders, establish if identified service developments can be supported through the Technical and Procedural Unit.

3.5.4 Proposed strategic development for the Technical and Procedural Unit (TPU) in 2026/27 is as follows:

- Investigate identified priority developments to ascertain the implications for the SBSH, including resource and funding within the Technical and Procedural Unit.

- Make business cases for additional funding/resource as and if applicable.

3.6 Digital Transformation Unit (DTU):

3.6.1 *Reporting on the SBSH against its identified 'Digital Transformation Unit' strategic goals will be reported within this annual report providing further detail on:*
- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.6.2 Proposed strategic development for the Digital Transformation Unit (DTU) in 2024/25 is as follows:
- Review and refresh the remit and scope of the Digital Hub that presently exists as developed through the BSH Pilot programme.
- Review and refresh the communications strategy that exists between the SBSH and DDG, the SBSH and BSD Digital Transformation Team, and between the SBSH and wider industry.
- Establish a series of dates that the SBSH Digital Hub will engage with key stakeholders. (Quarterly)
- Raise local authority and stakeholder awareness of the Digital Hub activities and publicise the relevant material on the SBSH website.

3.6.3 Proposed strategic development for the Digital Transformation Unit (DTU) in 2025/26 is as follows:
- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of service operation where improvement is required.
- Implement identified service operation change.
- Through engagement, particularly with LABSS DDG, BSD DTT, and Idox, identify and record potential areas for digital transformation development that will be mutually beneficial to the customer and verifier.

3.6.4 Proposed strategic development for the Digital Transformation Unit (DTU) in 2026/27 is as follows:
- In conjunction with the Advisory Board, LABSS, local authorities and customers, establish what the SBSH priority development areas should be.
- Investigate the identified priority developments to ascertain the implications for the SBSH, including resource and funding.
- Make business cases for additional funding/resource as and if applicable.

3.7 Learning and Development Unit (LDU):

3.7.1 *Reporting on the SBSH against its identified 'Learning and Development Unit' strategic goals will be reported within this annual report providing further detail on:*

- *Success.*
- *What did not happen as planned.*
- *What has changed.*
- *Revised and new strategic goals, including detail on identified longer term objectives.*

3.7.2 Proposed strategic development for the Learning and Development Unit (LDU) in 2024/25 is as follows:

Digitised Learning and Training Material:

- Develop a programme of digital developed training material based on a researched need, taking information from identified skills gaps, national need, new standards, etc., to support local authority building standards workforce development.
- Prioritise digital training material development and commence development as budget and resource permits.
- Develop the SBSH Learning and Development staff knowledge and skills in the use of 'Adapt Builder' to enable in-house development of quality digitised training modules/courses.

Learning Management System:

- Develop the SBSH Learning and Development staff knowledge and skills in the use of 'The Learning Management System' to enable continual development of the platform and to accommodate newly developed digitised training material.

Skills Builder Platform:

- Continue the BSH Pilot development/LABSS work in establishing the digitised skills attainment and gap platform for the use by all Scottish local authority building standards services.

CPD and Training:

- Identify a programme of CPD, university lecturing and training material, primarily for local authority building standards staff to support training initiatives and professional development.
- Identify areas of training to industry stakeholders that will develop a mutually beneficial outcome to understanding and delivery of the building standards system.
- In conjunction with LABSS, identify mechanisms and priorities that will support training initiatives such modern and graduate apprentice schemes and ambassadors' networks.
- Support the delivery of national workforce initiatives, such as 'Workforce Strategy'.
- Develop a sharing of learning resource training materials to benefit the knowledge of building standards stakeholders and learning providers such as colleges and universities.

3.7.3 Proposed strategic development for the Learning and Development Unit (LDU) in 2025/26 is as follows:

- Embed the year 1 development plans into the SBSH, review the effectiveness of that established and identify areas of service operation where improvement is required.
- Implement identified service operation change.
- Engage with LABSS, BSD, local authorities, and wider stakeholders to identify and record areas of learning that may be considered for further development.

3.7.4 Proposed strategic development for the Learning and Development Unit (LDU) in 2026/27 is as follows:
- In conjunction with the Advisory Board, LABSS, and local authorities establish what the SBSH priority development areas should be.
- Investigate the identified priority developments to ascertain the implications for the SBSH, including resource and funding.
- Make business cases for additional funding/resource as and if applicable.

4.0   Service Performance Outcomes:

4.1   Performance Reporting:

4.1.1 The operation and success of the SBSH will be measured by a range of performance and outcome-based measures, which are detailed in the paragraphs below. In addition to this there will budget reporting to demonstrate that funding is being allocated to the resource and range of services that the SBSH is anticipated to deliver.

4.1.2 Budget reporting will be presented to the Advisory Board quarterly in the form of a budget update report and annually via the following years business plan.

4.1.3 Performance and outcome reporting will be presented to the Advisory Board quarterly in the form of a performance update report and annually via the following years business plan.

4.1.4 Performance and outcome reporting is set against the six high level aims of the SBSH with targets linked to:
- Delivering excellent public services (Overarching aim).
- Driving efficiencies.
- Increasing capacity to deliver across all types of construction work.
- Ensuring investment in skills and new technology.
- Providing resilience.
- Increasing consistency.

4.1.5 Noting that 'delivering excellent public services' is the overarching aim, performance and outcome reporting is presented against the other five aims as noted under section 4.2,

with expected performance target and attainment, and reporting outcomes noted under section 5.1.

4.2 Performance and Outcome Measures:

4.2.1 Drive Efficiencies:

Outcomes for overall building standards system:
- STAS customers will receive an efficient, consistent, and predictable service.
- Reduced verifier time spent on building warrant applications supported by a STAS certificate.
- Verifiers seeking technical or procedural advice will receive an efficient, consistent, and predictable service.

Measures for overall building standards system:
- Developers, manufacturers, and businesses realising the potential benefits delivered by having their product/building system supported by a STAS certificate.
- Verifiers using a centrally accessible technical/procedural support service.

Outputs for the SBSH:
- Number of STAS applications and number assessed within the target timeframe.
- Number of technical/procedural enquiries and number assessed within the target timeframe.

Indicators for the SBSH:
- Total number of live STAS certificates.
- Number of new STAS certificates in reporting period.
- Number of STAS applications responded to within target timeframe.
- Number of general technical/procedural enquiries in reporting period.
- Number of general technical/procedural enquiries responded to within target timeframe.

4.2.2 Ensure Investment in skills and Technology:

Outcomes for overall building standards system:
- All verifiers will have access to a fully digitised learning management system holding SBSH developed virtual learning material and content, backed up by a skills management and competency assessment system.
- Training initiatives will be supported through the SBSH including direct training, university lecturing, promotion of MA/GA schemes, ambassador's networks, and CPD.

- SBSH support to the digital transformation agenda through the Digital Hub.
- SBSH support to the development of digital technology through LABSS DDG.

Measures for overall building standards system:
- Verifiers using a centrally accessible LMS/skills builder system.
- Verifiers using SBSH supported training and development initiatives.
- Verifier support to adoption of digital transformational practice.

Outputs for the SBSH:
- Number of learning and training modules developed.
- Learning and development accessed by verifiers.
- Digital transformational initiatives adopted by verifiers.

Indicators for the SBSH:
- Total number of modules developed.
- Module attainment analysis.
- Skills gap and attainment analysis.
- Number of direct training events and number of attendees.
- Number of externally presented CPD events organised by the SBSH and number of attendees.
- Number of lectures given by the SBSH and number of attendees.
- Report on SBSH support to ambassador's networks, MA/GA schemes and other training initiatives.
- Report outcomes on individual digital transformation projects being considered.
- Report outcomes on building standards back-office system issues identified.
- Report outcomes on building standards back-office system developments identified.

4.2.3 Increased Capacity to Deliver Across All Types of Work:

Outcomes for overall building standards system:
- All verifiers will have access to specialist technical expert advice in relation to fire and structural engineering, and in relation to environmental and energy matters.
- All verifiers will be able to seek or provide assistance in relation to building warrant application assessment through a brokered introduction via the SBSH.

Measures for overall building standards system:
- Verifiers seeking specialist advice in relation to fire safety and structural safety matters.
- Verifiers seeking specialist advice in relation to energy and environmental matters.
- Verifiers seeking or providing assistance in relation to workload sharing.

Outputs for the SBSH:
- Verifiers seeking advice in specialist technical areas.
- Brokered introductions between verifiers, either seeking assistance or providing it.

Indicators for the SBSH:
- Number of valid requests for specialist technical advice from the fire engineering expert hub within the reporting period.
- Number of requests responded to within the target timeframe within the reporting period.
- Number of valid requests for specialist technical advice from the structural engineering expert hub within the reporting period.
- Number of requests responded to within the target timeframe within the reporting period.
- Number of valid requests for specialist technical advice from the SBSH fire engineering expert within the reporting period.
- Number of requests responded to within the target timeframe within the reporting period.
- Number of valid requests for specialist technical advice from the SBSH energy/environment expert within the reporting period.
- Number of requests responded to within the target timeframe within the reporting period.
- Number of introductions made between verifiers within reporting period.

4.2.4   Increased Consistency:

Outcomes for overall building standards system:
- All verifiers will have access to a suite of information papers and guidance to aid consistent technical interpretation and process application.
- All verifiers and building standards customers will have access to a robust and timeous dispute resolution process in relation to technical interpretation, regulatory application, or procedural matters.

Measures for overall building standards system:
- Verifier adoption of national guidance.
- Verifier adoption of peer review process.
- Customer satisfaction/acceptance of dispute resolution outcomes.

Outputs for the SBSH:
- Information papers produced and disseminated.
- Provision of dispute resolution process.

Indicators for the SBSH:

- Total number of live information papers.
- Number of information papers produced within reporting period.
- Number of dispute resolution process cases within reporting period.
- Number of dispute resolution process cases resolved at consortia level within target timeframe.
- Number of dispute resolution process cases resolved at national level within target timeframe.

4.2.5   Increased Resilience:

Outcomes for overall building standards system:
- All local authorities will be a member of a regional consortium group, who will actively participate on the LABSS Consortia Technical Working Group (CTWG), supported by the SBSH.
- All verifiers will be a member of a regional consortium group, who will actively participate on the LABSS Digital Delivery Group (DDG), supported by the Digital Hub within the SBSH.
- The SBSH and all local authorities will enter into a memorandum of understanding (MOU) clarifying the range of services and activities offered by the SBSH to verifiers and confirming the local authority commitment to continue to participate within their respective consortium groups.
- The SBSH and LABSS will enter into a memorandum of understanding (MOU) confirming their relationship, interdependence, and areas of collaboration.

Measures for overall building standards system:
- Verifier, LABSS and SBSH commitment to the delivery of public sector verification and to improvement in the building standards delivery model.

Outputs for the SBSH:
- National building standards system services and activities delivered in partnership with LABSS as a member organisation supporting verifiers, nationally, regionally, and locally.

Indicators for the SBSH:
- Report on the work of the CTWG, associated subgroups, working groups, and related areas of engagement/collaboration.
- Report on the work of the DDG/Digital Hub, associated subgroups, working groups, and related areas of engagement/collaboration.
- Report on wider areas of engagement/collaboration between the SBSH and other industry organisations.
- Maintain the provision of a MOU Between the SBSH and all 32 Scottish Local authorities.

- Maintain the provision of a MOU Between the SBSH and LABSS.

4.3 Budget:

4.3.1 The cost of operating the SBSH at full capacity has been established as being 1.3 million pounds for the entire 2024/25 financial year. As the SBSH commences on the 24th May 2024 and will not be at full capacity at that time, the operating costs for the first year to April 2025 will be around 1 million pounds.

4.3.2 All SBSH operating costs will be indirectly funded, in full, from an overall increase in building warrant application fees from April 2024. The funding model also allows the operating costs to be increased annually in line with inflation.

4.3.3 The SBSH income is supplemented by fee income generation through the STAS application fees received, which is around £32,000.00 per annum. Note this fee income will not be fully realised until the SBSH is fully staffed and able to undertake the assessment process.

4.3.4 Funding for the SBSH is independently identified in a budgetary transfer to Fife Council from the Scottish Government through their Local Government Financial Settlement and is held solely for the use of the SBSH. Any surplus budget from one financial year is carried forward to the next financial year and used to offset the budget allocation for that financial year.

4.3.5 The SBSH annual budget covers the following expenditure:
- Staff, including employer's costs delivering the SBSH and services.
- Overheads (IT, equipment, expenses, insurance, licences, fife HR, personnel, legal and other corporate services, etc.).
- Production of high-quality learning and development material.
- Continual development, licensing, and maintenance of an on-line learning management system available to all local authority building standards practitioners.
- Continual development, licensing, and maintenance of a skills builder system available to all local authority building standards practitioners.
- Continual development, licensing, and maintenance of the SBSH website.
- Related expenses to hold governance meetings.
- Professional fees connected with work arising from expert panels.
- Expenses related to internal SBSH project work.

5.0 Service Reporting:

5.1 Performance and Outcome Reporting:

5.1.1 The performance and outcome reporting measures and targets for the SBSH are as noted in the paragraphs below:

5.1.2 **Building Standards System Services.**

Scottish Type Approval Scheme:

- Total number of valid STAS certificates. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually only.)*
    - *The total number of valid STAS certificates in 2024/25 are:*

- Number of new applications. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - *The number of new STAS applications in 2024/25 are:*

- Time to respond to a STAS application from receipt of valid application. Target is 95% of applications within 20 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - *Average time taken to respond to STAS applications in 2024/25 is:*

- Time to issue a STAS certificate from receipt of last piece of competent information. Target is 90% of applications within 10 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - *Average time taken to issue a STAS certificate in 2024/25 is:*

- Number of STAS enquiries. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - *The number of STAS enquiries in 2024/25 are:*

- Time to respond to a STAS enquiry. Target is 95% of applications within 10 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - *Average time taken to respond to STAS enquiry in 2024/25 is:*

- Key outcomes notified from customers. *(Textual outcome report measure. No target. Reported annually only.)*

o ***Key reported outcomes from STAS customers in 2024/25 are:***

5.1.3   Information Papers:

- Total number of live information papers. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually only.)*
  - o ***The total number of live information papers in 2024/25 are:***

- Number of new information papers produced. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***The number of new information papers in 2024/25 are:***

- Number of information papers revised. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***The number information papers revised in 2024/25 are:***

- Key outcomes notified from customers. *(Textual outcome report measure. No target. Reported annually only.)*
  - o ***Key reported outcomes from information paper customers in 2024/25 are:***

5.1.4   Dispute Resolution Scheme:

- Number of dispute resolution cases. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***The number of dispute resolution cases in 2024/25 are:***

- Number of dispute resolution cases resolved at a regional consortia level. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***The number of dispute resolution cases resolved regionally in 2024/25 are:***

- Number of dispute resolution cases resolved at a national (CTWG) level. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***The number of dispute resolution cases resolved nationally in 2024/25 are:***

- Time taken to establish the outcome from a dispute resolution case reviewed at national level from notification of case. Target is 95% of applications within 30 working days. *(Performance report measure. Target as noted. Data on past years will*

be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)
  - o ***Average time taken to establish the outcome from a dispute resolution case reviewed at national level in 2024/25 is:***

- Key outcomes notified from customers. *(Textual outcome report measure. No target. Reported annually only.)*
  - o ***Key reported outcomes from dispute resolution process customers in 2024/25 are:***

5.1.5   Building Standards Centres of Expertise and Expert Advice:

Fire Engineering Expert Hub:

- Number of expert panels held. Target is 4 annually. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of Fire Engineering Expert Hub panels held in 2024/25 is:***

- Projects considered by the fire engineering expert hub. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Number of projects considered by the Fire Engineering Expert Hub in 2024/25 is:***

- Matters of national interest considered by the fire engineering expert hub. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Number of matters of national interest considered by the Fire Engineering Expert Hub in 2024/25 is:***

- Time taken to respond to projects referred to fire engineering expert hub. Target is 95% of applications within 30 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Average time taken to respond to projects referred to the Fire Engineering Expert Hub in 2024/25 is:***

- Time taken to respond to matters of national interest referred to fire engineering expert hub. Target is 95% of applications within 30 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent*

years. Reported annually in business plan. Reported quarterly in performance update.)

- o ***Average time taken to respond to matters of national interest referred to the Fire Engineering Expert Hub in 2024/25 is:***

5.1.6   Structural Engineering Expert Hub:

- Number of expert panels held. Target is 4 annually. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of Structural Engineering Expert Hub panels held in 2024/25 is:***

- Projects considered by the structural engineering expert hub. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Number of projects considered by the Structural Engineering Expert Hub in 2024/25 is:***

- Matters of national interest considered by the structural engineering expert hub. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Number of matters of national interest considered by the Structural Engineering Expert Hub in 2024/25 is:***

- Time taken to respond to projects referred to structural engineering expert hub. Target is 95% of applications within 30 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Average time taken to respond to projects referred to the Structural Engineering Expert Hub in 2024/25 is:***

- Time taken to respond to matters of national interest referred to structural engineering expert hub. Target is 95% of applications within 30 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
  - o ***Average time taken to respond to matters of national interest referred to the Structural Engineering Expert Hub in 2024/25 is:***

5.1.7   Scottish Building Standards Hub – Fire Expert:

- Enquiries/peer reviews considered by the SBSH fire expert. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Number of SBSH Fire Expert enquires/peer reviews in 2024/25 is:***

- Time taken to respond to enquiries/peer reviews referred to SBSH fire expert. Target is 95% of enquiries/applications within 20 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Average time taken to respond to a SBSH Fire Expert enquiry/peer reviews in 2024/25 is:***

5.1.8   Scottish Building Standards Hub – Energy/Environment Expert:

- Enquiries/peer reviews considered by the SBSH energy/environment expert. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Number of SBSH Energy/Environment Expert enquires/peer reviews in 2024/25 is:***

- Time taken to respond to enquiries/peer reviews referred to SBSH energy/environment expert. Target is 95% of enquiries/applications within 20 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Average time taken to respond to a SBSH Energy/Environment Expert enquiry/peer reviews in 2024/25 is:***

5.1.9   General Technical/Procedural Advice:

- Enquiries considered by the SBSH technical experts. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Number of SBSH Technical Expert enquires/peer reviews in 2024/25 is:***

- Time taken to respond to enquiries referred to SBSH technical experts. Target is 95% of enquiries/applications within 20 working days. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan. Reported quarterly in performance update.)*
    - o ***Average time taken to respond to a SBSH Technical Expert enquiry in 2024/25 is:***

5.1.10 Operational Partnerships:

SBSH Technical Unit (SBSH TU):

- Projects/matters considered by the SBSH TU. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of projects/matters considered by the SBSH TU in 2024/25 is:***

- SBSH TU engagement with key stakeholders. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of stakeholders engaged with through the SBSH TU in 2024/25 is:***

- Number of LABSS CTWG meetings supported by the SBSH TU. Target is 4 annually. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of LABSS CTWG meetings supported by the SBSH TU in 2024/25 is:***

5.1.11 SBSH Digital Hub (SBSH DH):

- Projects/subjects considered by the SBSH DH. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of projects/subjects considered by the SBSH DH in 2024/25 is:***

- SBSH DH engagement with key stakeholders. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of stakeholders engaged with through the SBSH DH in 2024/25 is:***

- Number of DDG meetings supported by the SBSH DH. Target is 4 annually. *(Performance report measure. Target as noted. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
    - ○ ***Number of DDG meetings supported by the SBSH DH in 2024/25 is:***

5.1.12 Workload Sharing:

- Number of introductions made through the SBSH between a verifier seeking assistance in the assessment of building warrant applications and a verifier whose business model provides the service. *(Outcome report measure. No target. Data on*

past years will be provided in subsequent years. Reported annually in business plan.)
- o ***Number of workload sharing introductions brokered in 2024/25 is:***

5.1.13 SBSH Learning and Development (SBSH LDU):

- Total number of live modules developed for the digital learning management system. Report on annually. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of live digital training modules developed by the SBSH LDU in 2024/25 is:***

- Number of SBSH direct training events. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of SBSH LDU direct training events delivered in 2024/25 is:***

- Number of externally presented training events organised by the SBSH. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of SBSH LDU organised, externally presented training events delivered in 2024/25 is:***

- Number of lectures given by the SBSH. *(Outcome report measure. No target. Data on past years will be provided in subsequent years. Reported annually in business plan.)*
  - o ***Number of SBSH LDU delivered lectures in 2024/25 is:***

5.2 Financial Reporting.

5.2.1 The SBSH financial position is reported annually in this business plan and quarterly in financial updates to the Advisory Board. This reporting reflects the central funding and STAS funding income set against the budgetary areas detailed within section 4.3.5.

5.2.2 Scottish Building Standards Hub Income:

Calculated maximum budgetary transfer to the SBSH for 2024/25 is: **£1,033,862.04**

Income transferred from the BSH Pilot budget is: **£TBA**
Actual Budgetary transfer for 2024/25 is **£TBA** (Calculated max - carry forward)
Income received from STAS fee income in 2024/25 is: *To be reported at year end.*

Total SBSH income received in 2024/25 is: *To be reported at year end.*

5.2.3   **Scottish Building Standards Hub Expenditure:**

Planned total expenditure for the SBSH in 2024/25 is **£1,033,862.04**

Staff costs were budgeted at £629,586.19 for 2024/25. Actual costs were: *To be reported at year end.*

Overheads were budgeted at £193,597.76 for 2024/25. Actual costs were: *To be reported at year end.*

Development of digitised training material and provision of on-line learning management system was budgeted at £137,106.56 for 2024/25. Actual costs were: *To be reported at year end.*

Provision of a skills builder system was budgeted at £21,023.00 for 2024/25. Actual costs were: *To be reported at year end.*

Provision of the SBSH website was budgeted at £10,968.53 for 2024/25. Actual costs were: *To be reported at year end.*

Seminars and dissemination events were budgeted at £11,130.00 for 2024/25. Actual costs were: *To be reported at year end.*

Governance meeting expenses was budgeted at £4,620.00 for 2024/25. Actual costs were: *To be reported at year end.*

Expenses arising from expert panels was budgeted at £25,830.00 for 2024/25. Actual costs were: *To be reported at year end.*

SBSH project work was budgeted at £0.00 for 2024/25. Actual costs were: *To be reported at year end.*

Total SBSH expenditure in 2024/25 is: *To be reported at year end.*

5.2.4   Noting that expenditure over the financial year was £ *(income – expenditure)* less than the income received, this money will be carried forward into the next financial year and used to offset the sum transferred to Fife Council and the SBSH.

5.2.5   The total calculated budget for the SBSH for 2025/26 is: **£** *(1,283,101.75 + inflationary rise).*

5.2.6   Required Scottish Government budgetary transfer to support the SBSH in 2025/26 is therefore: **£** *((1,283,101.75 + inflationary rise) – sum identified in 5.2.4)*

5.2.7   *Insert contextual reporting on variations between actual and anticipated income and expenditure.*

5.3   **Service Reporting.**

5.3.1 The following paragraphs detail key achievements and significant areas of development relating to the Scottish Building Standards Hub and are set against each of the business units. This section of the report is more inward looking as opposed to the strategic goals and achievements detailed under Section 3.

5.3.2 **Business Unit (BU):**

Insert annual report on the unit including details on staffing, key achievements, significant development, stakeholder engagement, identified opportunity, etc.

5.3.3 **Operational Partnership Unit (OPU):**

Insert annual report on the unit including details on key achievements, significant development, stakeholder engagement, identified opportunity, etc.

5.3.4 **STAS Unit (SU):**

Insert annual report on the unit including details on key achievements, significant development, stakeholder engagement, identified opportunity, etc.

5.3.5 **Technical and Procedural Unit (TPU):**

Insert annual report on the unit including details on key achievements, significant development, stakeholder engagement, identified opportunity, etc.

5.3.6 **Digital Transformation Unit (DTU):**

Insert annual report on the unit including details on key achievements, significant development, stakeholder engagement, identified opportunity, etc.

5.3.7 **Learning and Development Unit (LDU):**

Insert annual report on the unit including details on key achievements, significant development, stakeholder engagement, identified opportunity, etc.
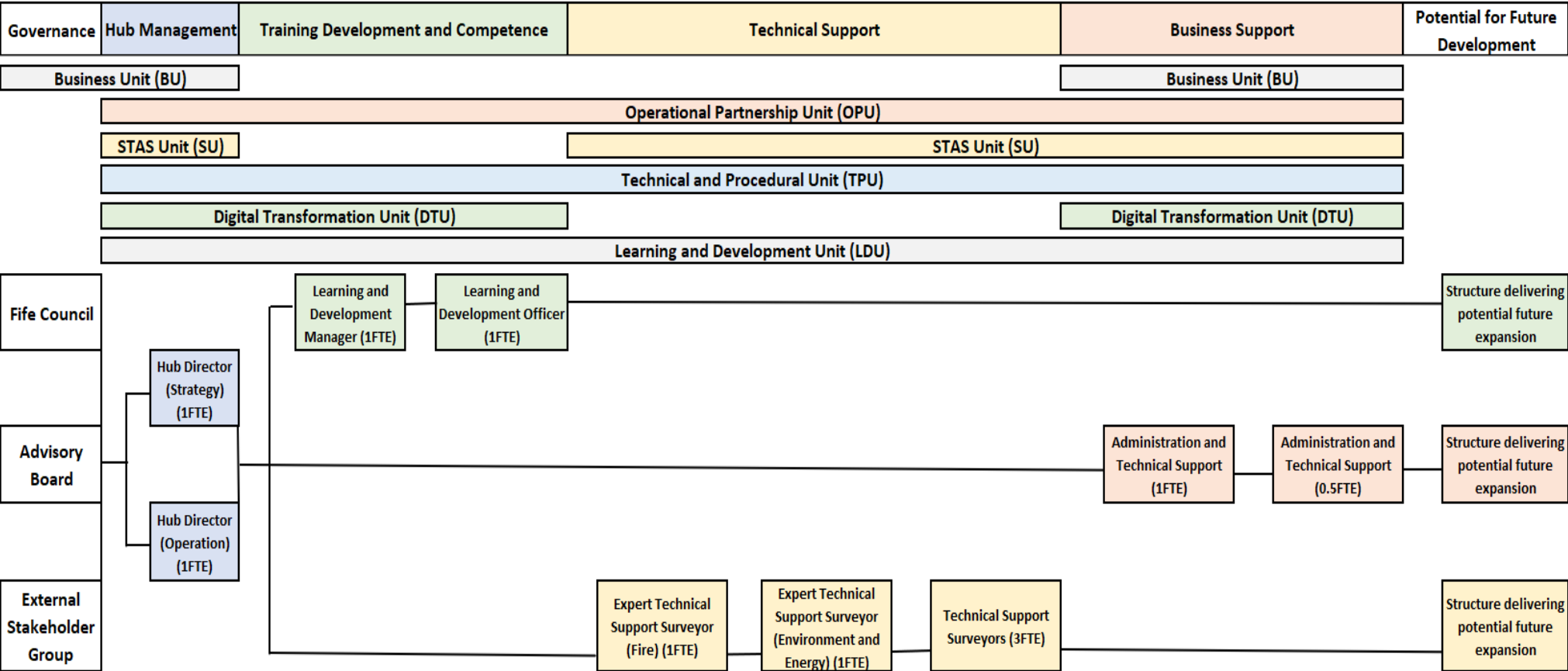
SBSH

Building Standards Hub - Structure Diagram - Version 7 - 29.11.2023

Governance	Hub Management	Training Development and Competence	Technical Support	Business Support	Potential for Future Development

| Business Unit (BU) | | | | Business Unit (BU) | |

| Operational Partnership Unit (OPU) |

| STAS Unit (SU) | | | STAS Unit (SU) | | |

| Technical and Procedural Unit (TPU) |

| Digital Transformation Unit (DTU) | | | Digital Transformation Unit (DTU) | |

| Learning and Development Unit (LDU) |

Fife Council

Advisory Board

External Stakeholder Group

Hub Director (Strategy) (1FTE)

Hub Director (Operation) (1FTE)

Learning and Development Manager (1FTE)

Learning and Development Officer (1FTE)

Structure delivering potential future expansion

Administration and Technical Support (1FTE)

Administration and Technical Support (0.5FTE)

Structure delivering potential future expansion

Expert Technical Support Surveyor (Fire) (1FTE)

Expert Technical Support Surveyor (Environment and Energy) (1FTE)

Technical Support Surveyors (3FTE)

Structure delivering potential future expansion

Insert Risk Register. Appendix 2.