

## SBSH Advisory Board Meeting 2

### Note of Meeting: 10<sup>th</sup> March 2025

1.0		Action:
1.1	<p><b>Welcome/Introductions:</b> Garry Mees introduced himself as the appointed Chair of the Board.</p>	
1.2	<p><b>Attendance:</b> Garry Mees (GM) – Gary Mees Architectural Technology representing Construction Industry. JP Breslin (JPB) – Building Standards Team Leader Stirling Council representing LABSS. Laura Shanks (LS) – Building Standards Team Manager City of Edinburgh Council representing LABSS. (Vice Chair) Mark Lawler (ML) – Director MGL Consulting Engineers Ltd. representing Certifiers. Nigel Kerr (NK) – Head of Protective Services Fife Council representing Fife Council. Neil Mitchell (NM) – Head of Development Unit Building Standards Division representing BSD. Stephen Garvin (SG) – Head of Building Standards Division representing BSD. Stuart Parker (SP) – Managing Director Scotland of Morgan Sindall representing the Construction Industry.</p> <p>Alan McAulay (AMcA) – SBSH Director (Technical/Operations/Services). James Whiteford (JW) – SBSH Director (Business/Strategy/Transformation). Susan Paterson (SP) – SBSH Administration and Technical Support Officer - Taking Note of meeting.</p> <p><b>Apologies:</b> Craig Hatton (CH) – Chief Executive North Ayrshire Council. Representing SOLACE. Robert Nichol (RN) – Chief Officer Environment and Economy CoSLA representing CoSLA.</p>	
1.3	<p><b>Intimations:</b> Conflicts of Interest: Agreed this item should be kept on the agenda to raise any issues.</p> <ul style="list-style-type: none"> <li>Discussed the role of the Board and agreed something should be put in place to stagger rotation of the members to give flexibility to manage changeover. It was also agreed that the terms of reference be amended to accommodate annual</li> </ul>	

		<p>rotation of members of organisations whereby any affected organisation would appoint a replacement representative. JW to amend Terms of Reference Document to accommodate this.</p> <ul style="list-style-type: none"> <li>Agreed that the note of this meeting should be uploaded to the SBSH website to be in the public domain. Any confidential meeting papers to be marked as such.</li> </ul>	<p>JW</p> <p>JW</p>
<b>2.0</b>		<b>Previous Actions:</b>	
	2.1	Review and revise Terms of Reference and Governance documents: See item 3.1.	
	2.2	Develop a separate Hubs service and activities document: See item 3.2.	
	2.3	Validation of SBSH building standards system services processes: See item 3.3.	
	2.4	Produce Advisory Board highlight report: See item 3.3.	
	2.5	Utilise brackets for negative sums in future budgetary reports: See item 3.5.	
	2.6	Review the SBSH funding agreement: See item 3.5.	
	2.7	Investigate other areas of potential development: See item 3.3	
	2.8	Through SOLACE, engage with those local authorities who have not completed their MOU: To be followed up at next Advisory Board Meeting in CH absence.	CH
<b>3.0</b>		<b>Update:</b>	
	3.1	<p><b>Updated Terms of Reference (TOR) and Governance Documents:</b></p> <ul style="list-style-type: none"> <li>Documents have been updated from BSD to SBSH branding with minor changes incorporated.</li> <li>Further update required to accommodate required change as notified in item 1.3.</li> </ul>	
	3.2	<p><b>SBSH activities and services document:</b></p> <p>TOR has been updated detailing what services the SBSH provides. (See Appendix C)</p>	
	3.3	<p><b>Advisory Board Operational Report (24.5.24 - 31.12.24)</b></p> <p><b>Business/Strategy/Transformation:</b></p> <ul style="list-style-type: none"> <li>JW directed the board to the report and advised it can from now on be done quarterly in line with other KPOs and will be published on website.</li> <li>Vacancies still outstanding are: <ul style="list-style-type: none"> <li>1no Technical Support Officer – Interviews carried out and preferred candidate due to commence on 21.4.2025.</li> </ul> </li> </ul>	JW

		<ul style="list-style-type: none"> <li>○ 1no L&amp;D Officer – Previous preferred candidate could not be appointed due to pending visa expiry. The decision was taken to re-write the role profile to make more technical orientated. It is currently with HR for scoring and to be re-advertised as soon as approved.</li> <li>○ 1no 0.5 Admin Officer – The decision was made to allow all back-office systems to be bedded in before re-advertising this post.</li> </ul> <ul style="list-style-type: none"> <li>● Interim case file system is in place using Excel. Uniform will be used once discussions have taken place with Fife Councils Building Standards section and agreed the best way forward to avoid interfering with their system. SharePoint is currently in test platform and being tested in Fife Council.</li> <li>● Learning Management System - LXP Platform single sign on arrangements being concluded and platform should be live by April 2025.</li> <li>● Refreshed Digital Hub &amp; DDG TOR document will be considered as part of LABSS reshaping work.</li> <li>● NM advised the MOU between BSD and SBSH is almost complete, although name of agreement to be confirmed.</li> <li>● National Mobile App – SBSH are taking this forward. It is a public facing app and is envisaged it will be advantageous for verifiers buy increasing customer self-service of advice and guidance. Support funding was received from BSD.</li> <li>● Time Recording – SBSH have been asked by verifiers to support the sub working group and any system development.</li> </ul> <p><b>Technical/Operations/Services:</b></p> <ul style="list-style-type: none"> <li>● STAS has now been fully incorporated into the SBSH with new applications and enquiries from housebuilders and non-domestic projects. Cala Homes is one housebuilder who have STAS certificates, and they have provided data to demonstrate the number of units they have built with it and also where it saves verifier time. (See Operational Report)</li> <li>● General Enquiries – These are coming in from verifiers and wider industry partners which provides benefits for applicants/agents, efficiency and continuity in the building warrant process.</li> <li>● FireHub – The collaborative working group is nearing conclusion to move forward. This will provide a support mechanism and cover areas of national interest – this was agreed as a huge benefit by the Board.</li> <li>● StructHub – The principals from the FireHub will be taken forward to develop Structhub.</li> <li>● Process Review – Updated information to share through CTWG and then industry stakeholders.</li> </ul>	
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	3.4	<p><b>Performance/contextual outcomes:</b> JW asked for feedback from the Board if this was enough information. NK suggested more detail could be provided i.e. examples of a technical enquiry to compliment the figures – agreed this would be helpful and should be incorporated into future reporting.</p>	<b>SBSH</b>
	3.5	<p><b>Finance:</b> Recruitment is slower than hoped and as hub is still in its infancy, spend in development areas will be carried forward. At the end of the financial year the underspend and completion of work will be carried forward. (See SBSH Budget Report) Financial Governance by the Board is reported annually to Minister by the BSD.</p>	
	3.6	<p><b>Risk Register:</b></p> <ul style="list-style-type: none"> <li>StructHub – still outstanding, advised completion early 2025/26.</li> <li>Process Guidance – ongoing and advised it will be completed by end of financial year 2024-25.</li> <li>FireHub – Working group nearly finalised – verifiers are still being supported by the SBSH.</li> </ul>	
<b>4.0</b>		<b>AOCB:</b>	
	4.1	<b>AOCB:</b> Nothing raised.	
	4.2	<b>Next Meeting:</b> Monday 2 <sup>nd</sup> June at 13:30 – an invite will be sent out in due course.	
<b>5.0</b>		<b>Actions:</b>	
	5.1	Through SOLACE, engage with those local authorities who have not completed their MOU.	<b>CH</b>
	5.3	Amend Terms of Reference document to stagger rotation the Advisory Board members to give flexibility to manage changeover.	<b>JW</b>
	5.3	Amend Terms of Reference document to accommodate annual rotation of members of organisations whereby any affected organisation would appoint a replacement representative. JW to amend Terms of Reference Document to accommodate this.	<b>JW</b>

	5.4	Minutes of meetings should be uploaded to the SBSH website.	<b>JW</b>
	5.5	Any confidential meeting papers shared to be marked as such.	<b>JW</b>
	5.6	Publish SBSH Operational Reports on the SBSH website.	<b>JW</b>
	5.7	Future performance reporting should include examples.	<b>SBSH</b>