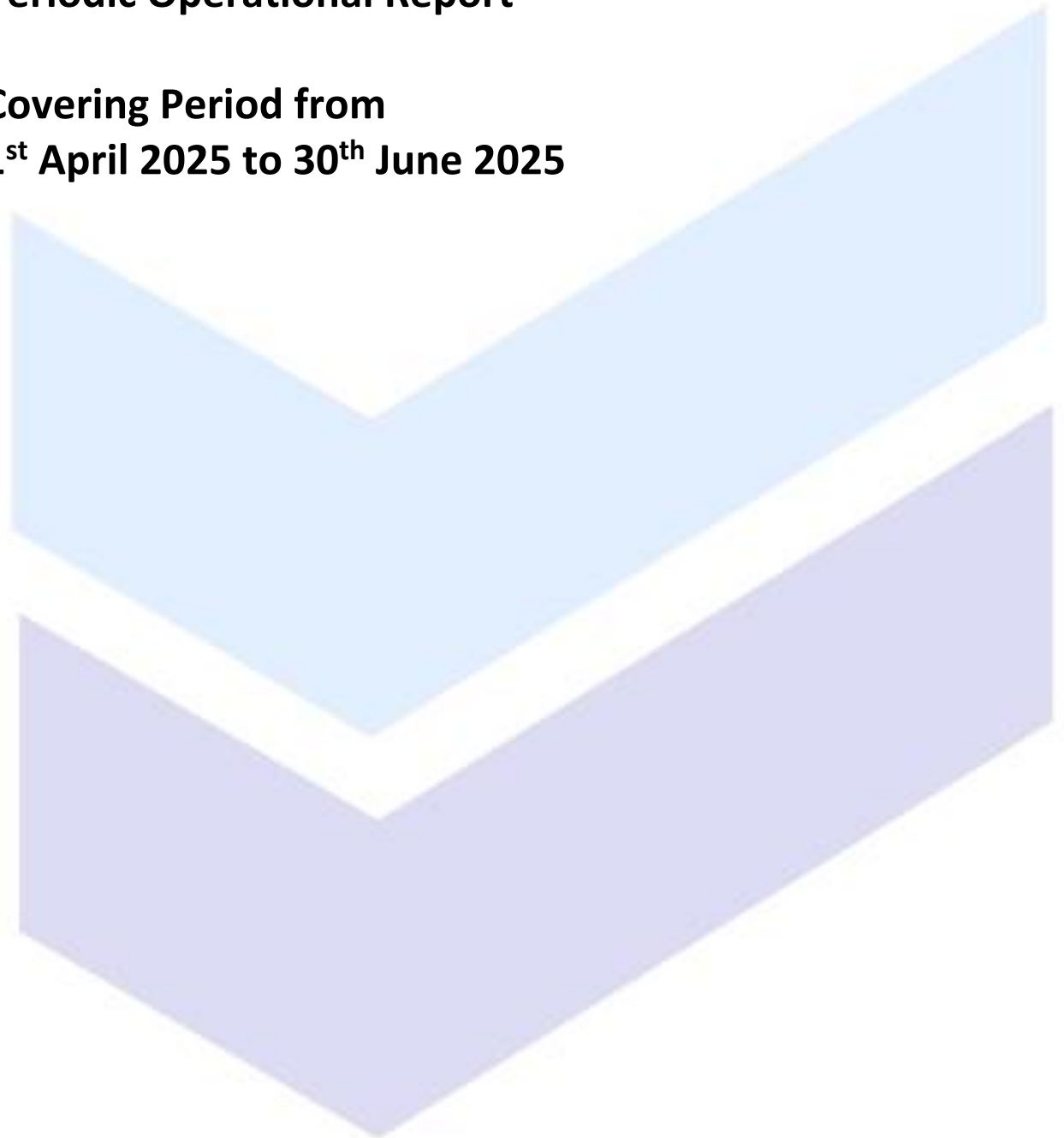


Scottish Building Standards Hub (SBSH) Periodic Operational Report

**Covering Period from
1st April 2025 to 30th June 2025**



Version V1.2: 24th August 2025

Produced by the Scottish Building Standards Hub.

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Title: Scottish Building Standards Hub (SBSH) Quarterly Operational Report covering period from 1st April 2025 to 30th June 2025

Purpose: This document outlines progress of the Scottish Building Standards Hub (SBSH) against its business plan.

Version:	Date:	Notes:
1.0	15.07.2025	Initial draft.
1.1	24.07.2025	Additional technical reporting data added.
1.2	19.08.2025	Learning and development reporting data added.

Introduction:

This Periodic Operational Report details the progress made by the Scottish Building Standards Hub (SBSH) in relation to the implementation of its Business Plan for the period of 1st April 2025 to 30th June 2025 (Quarter 1 2025/26). In addition, this document also contains details of SBSH performance outcome reporting.

SBSH budgetary position is reported separately in document 'SBSH Running Budget and Actual Costs_V1.0'.

SBSH time/activity position is reported separately in document 'SBSH Time Percentage on Activity_V1.1_17.07.2025'.

SBSH business risks are reported separately in document – 'SBSH Risk Register_V1.5'.

Report:

1	Implementation of Business Plan:	
1.1	Business/Strategy/Transformation:	
1.1.1	Successes against identified aims (2025/26):	Quarter:
	Recruit personnel to all posts within the SBSH: - Appointment to the post of Technical Support Surveyor (Learning and Development) has been made. Successful candidate to start in August 2026. 12-month overview of all posts within the SBSH as per Fife Council policy for newly established roles has been undertaken on all roles apart from Technical Support Surveyor (Learning and Development). That role will be due for review in Q4. Outstanding action taken as BAU.	Q1
	Back Office Case File and Workflow Systems: Idox Uniform system in place and case files have been back populated to 01.01.2025 to enable better historical data recording.	Q1
	Single Sign on to LXP Platform: Single sign on facility for verifiers to access the new LXP learning management system from the SBSH website has been established.	Q1
	Mobile Technology App: App features and functionality established. Tender documentation prepared and suitable app developers identified. Quotations sought.	Q1
	Digital Delivery for Local authority Verifiers on Emerging Reporting Requirements: Proposal prepared outlining LABSS wish in terms of a time recording platform to report on compliance activity and has been accepted by the time recording working group. Survey established and circulated to	Q1

	gauge national position for development. Initial engagement with Idox undertaken as an awareness of potential development.	
1.1.2	Outstanding actions against aims (2025/26):	
	Recruit personnel to all posts within the SBSH: 0.5 FTE Administration and Technical Support Role – Conclude establishment of back-office IT systems and overview of established full-time role and then re-evaluate the need and/or amendments to this role. (Conclude by January 2026)	
	Back Office Case File and Workflow Systems: - Whilst Idox Uniform system is in place, access for all staff is to be concluded. (Conclude August 2025) - Establish permanent workflow system either using Idox Enterprise with be-spoke reporting and workflow for the SBSH or develop own workflow and reporting through Microsoft Power BI. (Conclude March 2026)	
	LABSS DDG Terms of Reference and scope/remit of SBSH support: Review and refresh LABSS DDG Terms of Reference and the scope/remit of SBSH support to the group following conclusion of LABSS reshaping exercise. (Conclude December 2025)	
	Mobile Technology App: - Review returned quotations, consider tenders and appoint app developer. (Conclude September 2025) - Develop app and undertake UAT/feedback through working group and wider. (Conclude February 2026) - Wrap up working group and launch app. (Conclude April 2026)	
	Digital Delivery for Local authority Verifiers on Emerging Reporting Requirements: - Provide national support to verifiers in delivering the emerging short-term and long-term reporting of compliance activity. Primary focus is on a national time recording system, but other digital recording opportunities may be explored. - Review survey findings to establish the national position to enable what level of support is required to implement a national time recording system and methodology. (Conclude April 2026)	
	Compliance Plan Approach: - Continue to support the 'Compliance Plan Working Group' and support initiatives and development outcomes, which may include interim compliance plan roll out using current CCNP processes, development of platforms to hold compliance plan information and record progress, and review of verification during compliance guidance, etc. - Providing support to the reconvened Compliance Plan Guidance Sub Group to support the SG commitment to 'Introduce Local Authority Verifier led guidance to implement the principles of the Compliance Plan Approach to building warrant projects by December 2025' The above wording taken from the invite to this working group.	
1.1.3	Changes/new strategic goals against aims (2025/26):	
	None.	

1.2	Technical/Operations/Services:	
1.2.1	Successes against identified aims (2025/26):	Quarter:
	Structural Engineering Expert Hub (StructuralHub): Initial paper prepared to shape the actions and direction of the working group. Paper based on brief and survey work undertaken through the hub pilot work.	Q1
	STAS Process Review: - STAS process review concluded, and new guidance and systems developed. - Local authorities and stakeholders informed of new processes and forms, etc. Website also updated.	Q1
	Dispute Resolution Process Review: - Process review concluded and new guidance and systems developed. - Local authorities and stakeholders informed of new processes and forms, etc.	Q1
	Information Paper Process Review: We have concluded a revised format for Information Papers and this has been implemented through two new information papers published in May 2025.	Q1
1.2.2	Outstanding actions against aims (2025/26):	
	Structural Engineering Expert Hub (StructuralHub): - Establish working group and from experiences in developing FireHub, use same principles to formally introduce the StructuralHub. - Develop operational partnership element of StructuralHub to enable peer review of complex structural design. - Develop the forum element of StructuralHub to consider matters of national interest in relation to structure and structural design. - Inform local authorities and stakeholders of StructuralHub creation, services and activities. Publicise the same. (Conclude March 2026)	
	LABSS CTWG Terms of Reference and scope/remit of SBSH support: Review and refresh LABSS CTWG Terms of Reference and the scope/remit of SBSH support to the group following conclusion of LABSS reshaping exercise. (Conclude December 2025, subject to progress of the LABSS reshaping exercise)	
	STAS Process Review: - Consider and establish new fee scales. - Consider STAS rebranding. I.e. Scottish Type Appraisal System. (Conclude January 2026)	
	Information Paper Process Review: - Continue and conclude process review and develop new guidance and systems. - Inform local authorities and stakeholder of outcomes and new processes, etc. (Conclude January 2026)	
1.2.3	Changes/new strategic goals against aims (2025/26):	
	None.	

1.3	Learning and Development:	
1.3.1	Successes against identified aims (2025/26):	Quarter:
	Competency, Validation and Skills Builder: - The work of the Competency Steering Group has been supported in the development of the digital CAS (Skills Builder) The platform has been developed in is in its initial working stage. See below regarding UAT. - A digitised CAS guide has been developed and is published informing users on the methodology of the digitised CAS and how roles and competencies relate to the current version. - UAT of the Skills Builder Platform has commenced.	Q1
	Non-verifier Industry Stakeholder Training: We have engaged with a number of organisations, offering CPD on the building regulations and procedures and have shared training content in PDF format with a number of stakeholders. We have also offered to provide input in the development of courses around retrofit to include content relating to building regulations. We have also presented at several events on the purpose of the hub and it's place in the Building Standards Delivery model to raise awareness of the services the Hub can provide to assist the wider industry. Usual stakeholder engagement continues as does collaboration on CPD and liaison/collaboration with training and professional bodies.	Q1
	Learning Experience Platform (LXP): - UAT of the SBSH LXP has been concluded and the platform is now live for LABSS members. - Some roll out awareness sessions have been provided in the use of the platform, and ongoing assistance is now considered BAU.	Q1
	Enforcement Evidence Gathering Training: Roll out of current comprehensive 3-day training events all organised and delivered.	Q1
	HNC – Architectural Technology (Building Standards Specific): - Fife College engaged with and delivery of a be-spoke online HNC course. To support the continuation of the BS specific MA has been secured. - Managers have been engaged with, and staff have been identified to participate on the programme. - Funding support confirmed for individuals who cannot access other funding sources.	Q1
	Leaders Development Programme: Series of related VLE training modules have been ordered from LABC, Order has also been placed for us to develop our own leaders programme of 4 to 5 modules for the learning management system.	Q1
	In Person Training: Series of in-person training events, have been organised covering the first principles of fire safety design.	Q1

	Funding agreed for remote island authorities so they may also participate in person.	
	Fire – First Principles: - University of Edinburgh engaged as training partner for a series of one day events on the principles of fire engineering and fire safety design. - Programme of events and locations set. Initial set events now considered BAU.	Q1
	Fire – Development and Delivery of Formal Accredited Qualification: Engagement has taken place with LABC to develop a formal accredited fire engineering and fire safety design course for Scotland.	Q1
1.3.2	Outstanding actions against aims (2025/26):	
	Competency, Validation and Skills Builder: Conclude UAT of the Skills Builder Platform and implement any changes required prior to formal commencement of the interim peer review process.	
	Non-verifier Industry Stakeholder Training: - Develop formal programme/initiatives through the SBSH that could be practically disseminated to wider industry stakeholders. - Consider collaborative approaches that have mutual learning outcomes for wider industry stakeholders. (Conclude March 2026)	
	LABSS Ambassadors Networks: Engage with LABSS to determine the scope and remit by which the SBSH can support LABSS Ambassadors network. (Conclude December 2025)	
	Enforcement Evidence Gathering Training: Investigate options with training partner to develop and provide a series of one day training events designed for on-site operatives encountering potential cases where enforcement action may be taken. (Conclude March 2026)	
	HNC – Architectural Technology (Building Standards Specific): Support the development of the course material. (Conclude August 2025)	
	Leaders Development Programme: Continue to develop the training material and methods for the programme. (Conclude March 2026)	
	In Person Training: Investigate other areas where funding could be used to support people attending events, depending on budget allocation left following fire design first principles training. (Conclude March 2026)	
	Fire – Development and Delivery of Formal Accredited Qualification: - Support participation of attendees on course. - Roll out programme, taking account of participant location. (Conclude March 2026, there after roll out programme will become BAU)	
1.3.3	Changes/new strategic goals against aims (2025/26):	
	None.	

2.1	Building Standards System Services:						
2.1.1	Scottish Type Approval Scheme:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Total number of valid STAS Certificates.	35	36				
	Number of new STAS applications.	4	2				
	Average time taken to respond to STAS applications from receipt of valid application.	-	-				
	Average time to issue STAS certificate from receipt of last piece of competent information.	-	-				
	Number of STAS enquiries.	10	4				
	Average time taken to respond to STAS enquiries.	-	-				
	Key reported outcomes from STAS customers.	Q1 Examples: - The SBSH approves CALA Homes Light and Space Model E Flats range, this covers 11 flat types, 8 block types, standard details and standard specifications. - The SBSH has undertaken initial technical assessments of a new application from Barrett Homes. (More outcomes of this nature expected within Q2) - The technical assessment of a recent application has included discussion with the Scottish Governments Building Standards Division on the intent of certain guidance clauses. These discussions have been shared with verifiers to ensure greater consistency of technical assessment for all building warrant applications.					
2.1.2	Information Papers:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Total number of live information papers.	32	34				
	Number of new information papers produced.	2	2				
	Number of information papers revised.	0	0				

	Key reported outcomes from information paper customers.	Q1 Examples: - Revision of existing information papers ongoing, priority has been given to INFOP5 - External Wall Insulation Systems, which is being taken forward in collaboration with the Insulated Cladding and Render Association (INCA). - A range of ‘best practice’ papers are being considered alongside the publication of formal information papers. Nearing completion is a best practice paper on Consultation with SFRS.					
2.1.3	Dispute Resolution Scheme:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of disputes received.	17	4				
	Number of disputes considered and resolved at a regional level.	17	4				
	Number of disputes referred to and resolved at Consortia Technical Working Group (CTWG) level.	0	0				
	Average time taken to establish the outcome from a dispute resolution case reviewed at national level.	N/A	N/A				
	Key reported outcomes from dispute resolution customers.	Q1 Examples: The outcomes of the 4 cases resolved at the regional level within the quarter have been shared with LABSS members and the BSD to raise awareness of the matters of discussion and to inform the consistency of technical assessments across all verifiers.					
2.2	Scottish Building Standards Hubs of Expertise and Advice:						
2.2.1	Fire Engineering Expert Hub (FireHub):						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of panels held.	N/A	0				
	Number of projects referred by verifiers to the fire engineering expert hub.	N/A	0				

	Number of matters of national interest considered by the fire engineering expert hub.	N/A	0				
	Average time taken to respond to projects referred to the Fire Engineering Expert Hub.	N/A	N/A				
	Average time taken to respond to matters of national interest referred to the Fire Engineering Expert Hub.	N/A	N/A				
2.2.2	Structural Engineering Expert Hub (StructuralHub):						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of panels held.	N/A	N/A				
	Number of projects considered by the Structural Engineering Expert Hub.	N/A	N/A				
	Number of matters of national interest considered by the Structural Engineering Expert Hub.	N/A	N/A				
	Average time taken to respond to projects referred to the Structural Engineering Expert Hub.	N/A	N/A				
	Average time taken to respond to matters of national interest referred to the Structural Engineering Expert Hub.	N/A	N/A				
2.2.3	Scottish Building Standards Hub – Fire Expert Advice:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of SBSH Fire Expert enquires.	23	19				
	Average time taken to respond to a SBSH Fire Expert enquiry. (Target is 95% within 20 working days.)	96.4%	100%				
	Number of SBSH Fire Expert peer reviews.	5	9				
	Average time taken to respond to a SBSH Fire Expert peer review. (Target is 95% within 20 working days.)	100%	87.5%				

	Case examples within reporting period.	Q1 Enquiries: - Fire alarm zones - Primark. - Battery farms. - Performance of fire hydrants. Q1 Peer Review: - Roof terrace escape routes - Ardrossan School Campus. - Mist systems - Aparthotel Coatbridge. - Tensioned membranes - Sports Hall Stornoway					
2.2.4	Scottish Building Standards Hub – Energy/Environment Expert Advice:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of SBSH Energy/Environment Expert enquires.	7	2				
	Average time taken to respond to a SBSH Energy/Environment Expert enquiry. (Target is 95% within 20 working days.)	85.7%	100%				
	Number of SBSH Energy/Environment Expert peer reviews.	0	0				
	Average time taken to respond to a SBSH Energy/Environment Expert peer review. (Target is 95% within 20 working days.)	N/A	N/A				
	Case examples within reporting period.	Q1 Enquiries: - Overheating risk. - Compliance tools – SAP 10.2					
2.2.5	Building Standards Hub – General Technical/Procedural Advice:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of SBSH Technical Expert enquires/peer reviews.	68	23				
	Average time taken to respond to a SBSH Technical Expert enquiry.	100%	100%				
	Case examples within reporting period.	Q1 Enquiries: - DMeV if flats linked to alarm systems. - Wall type A ventilation. - Thatched roofs.					
2.3	Operational Partnerships:						
2.3.1	Consortia Technical Working Group (CTWG):						

	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of CTWG meetings supported by the SBSH. (Target is 4 annually)	3	1				
	Number of projects/matters considered by the CTWG.	4	25				
	Number of stakeholders engaged with through the CTWG.	11	3				
	Examples within reporting period.	Q1 Examples: - Specific liaison meeting with SFRS held in June 2025 to discuss matters raised through at the CTWG meeting, the outcome of this liaison meeting has been reported back to the CTWG. - Clarification of the intent of guidance clause 2.7.1 shared with group as related to the limitation on the use of combustible sheathing board exposed in a cavity in a wall above 11m. - Ministerial Direction to dispense with standard 2.15 - the SBSH has outlined to verifiers that it can provide support on the application of this direction in practice.					
2.3.2	Digital Delivery Group (DDG):						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of DDG meetings supported by the SBSH. (Target is 4 annually)	4	1				
	Number of projects/matters considered by the Digital Hub/DDG.	6	1				
	Number of stakeholders engaged with through the Digital Hub/DDG.	8	2				
	Examples within reporting period.	Q1 Projects: New project started is the national building standards mobile app.					
2.3.3	Workload Sharing:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26

	Number of workload sharing introductions brokered.	1	0				
2.4	Learning and Development:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of live digital training modules developed.	49	6				
	Number of SBSH direct training events delivered.	2	1				
	Number of SBSH organised, externally presented training events delivered.	28	6				
	Number of SBSH delivered lectures.	3 direct 7 fac.	0				
	Examples within reporting period.	Q1 Examples: - Barnsley and Barnsley – specialist investigative training - Presentation to LABSS AGM on Skills Builder/competency assessment system - Airtightness and Retrofit training – national rollout.					