

SBSH Advisory Board Meeting 3

Note of Meeting: 2nd June 2025

1.0		Welcome/Apologies:	Actions:
	1.1	Welcome: GM welcomed everyone to the meeting.	
	1.2	Attendance: 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. Stuart Parker (SP) – Managing Director Scotland of Morgan Sindall representing the Construction Industry. Robert Nichol (RN) – Chief Officer Environment and Economy CoSLA representing CoSLA. Alan McAulay (AMcA) – SBSH Director (Technical/Operations/Services). James Whiteford (JW) – SBSH Director (Business/Strategy/Transformation). Apologies: Craig Hatton (CH) – Chief Executive North Ayrshire Council. Representing SOLACE. Stephen Garvin (SG) – Head of Building Standards Division representing BSD.	
	1.3	Intimations/Conflicts of Interest: SP had intimated that he would be slightly late attending. No other intimations or conflict.	
2.0		Previous Actions:	
	2.1	Action 5.1: Through SOLACE, engage with those local authorities who have not completed their MOU.	

		This item can now be dropped as reasons for non-completion are noted, and three of the four outstanding MOUs may be completed in due course. All local authorities in question are however actively engaging with the SBSH with no issues noted.	
	2.2	Action 5.2: Amend Terms of Reference document to stagger rotation the Advisory Board members to give flexibility to manage changeover. Amended Terms of Reference document was reviewed/accepted by the Board. Board will keep options for member changeover open when it comes for consideration. The balance of Board members can be looked at again in the future if other organisations turn out to be more representative to oversee the SBSH. To be looked at again in a year.	Board
	2.3	Action 5.3: Amend Terms of Reference document to accommodate annual rotation of members of organisations whereby any affected organisation would appoint a replacement representative. Amended Terms of Reference document was reviewed/accepted by the Board.	
	2.4	Action 5.4: Minutes of meetings should be uploaded to the SBSH website. Minutes of meetings are now held on the SBSH website.	
	2.5	Action 5.5: Any confidential meeting papers shared to be marked as such. Action noted.	
	2.6	Action 5.6: Publish SBSH Operational Reports on the SBSH website. Minutes of meetings are now held on the SBSH website.	
	2.7	Action 5.7: Future performance reporting should include examples. Examples now included in the Business Plan/Annual Report and the Operational Report(s).	
3.0		Update:	
	3.1	2025/26 Business Plan/Annual Report: The SBSH Directors provided an update of key tasks for the coming year in each of the three main business areas, Business/Strategy/Transformation, Technical/Operations/Services and Learning and Development.	

		The Board posed some questions in relation to the proposed strategic direction and in relation to outstanding actions as reported, with particular reference to the creation of a structural hub. Progress and rationale in relation to the creation of 'StructuralHub' was intimated along with finer details of the next steps, which are expected shortly. Potential links between StructHub/FireHub and the Cross Sector Building Safety Forum were noted, as well as the support that the SBSH could bring to that group outcomes. The Board were asked to consider to what extent the SBSH could support wider industry in relation to training and specifically to any funded element from the SBSH. The Directors noted the many activities and areas of engagement that have occurred, and will continue to happen, but were uncomfortable extending wider industry training and development that involve a funded element from the SBSH budget. NM clarified the funding position in that, because the hub funding is derived from building warrant fees, all monies should be re-invested in verification. The Board agreed and SBSH noted this position. The ability of the SBSH to resource additional activity in assisting wider industry was also raised, the SBSH clarified that whilst most training and development provided to industry would be a duplication of that provided to verifiers, there would be additional burden in administrative tasks to organise additional events, etc. In relation to the time reporting provided to the Board, the SBSH specifically asked if the Board would prefer to see the 'leave/illness' element of reporting split. The Board confirmed that this should be done so any illness trends can be monitored. Whilst the leave/illness element appeared to be high, the reported quarters did cover the Christmas and Easter holiday periods. Noting comments raised by the SBSH, the chair requested the Boards thoughts on the format of the business plan and annual report. Whilst containing relevant information and reporting, the document is lengthy and could be simplified by reducing unnecessary content and splitting into two documents. A simpler stand-alone business plan and separate annual report linked to the quarterly operational reports may present a more digestible format. The Board confirmed that separating the documents and making as simple as possible would be beneficial.	
			SBSH

		As this was the first annual report with reported performance, the SBSH, whilst noting not all outcome reporting could be practicably presented at this time due to IT infrastructure availability, requested the Boards thoughts on the type and level of detail provided. The Board confirmed that they were good to be left as they are at present to get more recording in before change is considered. They also challenged the SBSH to bring back suggestions that would suit what the hub does and positively reflect on the contribution that the hub brings to the delivery model. In relation to the documentation circulated by the SBSH to the Board, there was also a request that document revisions better signpost the changes, either by highlight, or covered in the description.	SBSH SBSH
	3.2	SBSH Periodic Operational Report Q4 2024/25: The achievements within the operation report were covered under the update provided for the business plan.	
	3.3	Risk Register: Previous Risk B6 – ‘Develop guidance and peer review process for general and specialist technical enquiries as well as in relation to peer review’ Has now been closed with the work having been undertaken. Previous Risk O3 – ‘Establish formal FireHub’ has also now been closed with the FireHub working group now having been concluded and the basis for the FireHub collaborative forum and operational partnership now having been created. Two new risks have been added: Risk O4: Establish formal StructuralHub – As noted in the discussion above, work on this has now commenced. The target resolution date set as being 1st November 2025. Risk G6: Procurement, approval of large orders. (>£50,000.00) – Orders to a single supplier with a cumulative spend in excess of this value are required to go through the procurement team within Fife Council. Whilst there is not an issue accessing the SBSH funds, delays in request processing times could have an adverse effect on	SBSH

		the SBSH business and ability to place orders timeously. Dialogue continues with procurement and the service manager.	SBSH
4.0		AOCB:	
	4.1	AOCB: Nothing raised, and the Chair thanked everyone for their contribution.	
	4.2	Date of next Meeting: Wednesday 8 th September 2025 at 13:30	
5.0		Actions:	
	5.1	Review the balance of Board members in the future if other organisations appear to be more representative to oversee the SBSH. Longer term action for noting - to be looked at again June 2026.	Board
	5.2	Split the current Business Plan/Annual Report document into a simpler stand-alone business plan and separate annual report linked to the quarterly operational reports.	SBSH
	5.3	Review the current SBSH reporting criteria and KPOs and suggest potential new reporting measures that suit what the hub does and positively reflect on the contribution that the hub brings to the delivery model. Longer term action for noting.	SBSH
	5.4	Revisions within SBSH documentation to better signpost the changes, either by highlight, or covered in the description.	SBSH