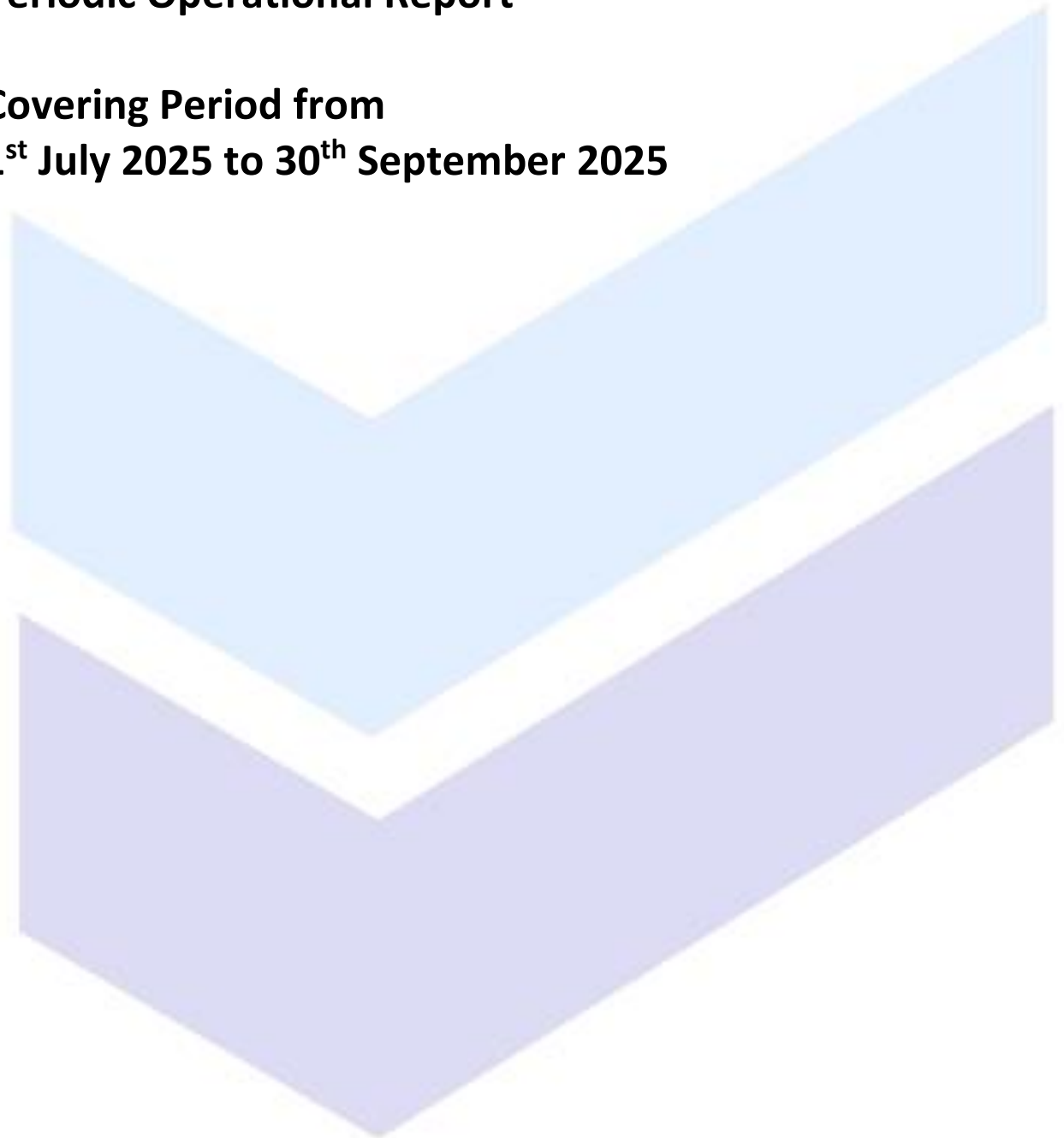


Scottish Building Standards Hub (SBSH) Periodic Operational Report

**Covering Period from
1st July 2025 to 30th September 2025**



Version V1.1: 20th October 2025

Produced by the Scottish Building Standards Hub.

October 2025.

Document Version Control.

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

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

Version:	Date:	Notes:
1.0	20.10.2025	Initial draft.
1.1	28.10.2025	Additional technical reporting 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 July 2025 to 30th September 2025 (Quarter 2 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_V1.2_20.10.2025'.

SBSH business risks are reported separately in document – 'SBSH Risk Register_V1.7'.

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Proposal prepared outlining LABSS wish in terms of a time recording platform to report on compliance activity and has been accepted by 	Q1

	the time recording working group. Survey established and circulated to gauge national position for development. Initial engagement with Idox undertaken as an awareness of potential development.	
	Recruit personnel to all posts within the SBSH: <ul style="list-style-type: none"> As discussed at Advisory Board Meeting 4, the 0.5 FTE Administration and Technical Support Officer post is to be left vacant as operationally it is not required at this time and budget saving would support services better elsewhere. The post has however not been removed from the SBSH establishment at this time. The SBSH is now at full staff compliment of 10 FTE. (See bid growth proposal below) 	Q2
	Back Office Case File and Workflow Systems: <ul style="list-style-type: none"> All staff now have access to Fife Council Idox Uniform system. 	Q2
	Mobile Technology App: <ul style="list-style-type: none"> Submitted tenders/quotations have been reviewed and an app developer has now been appointed. Skirr AI commenced work on the project on the 8th September. 	Q2
	Digital Delivery for Local authority Verifiers on Emerging Reporting Requirements: <ul style="list-style-type: none"> The local authority survey has now concluded, and the findings have been analysed and reported upon. This report suggests as to how a national time recording proposal could be developed and identifies which local authorities are seeking assistance to implement it within their back-office systems. 	Q2
	Compliance Plan Approach: <ul style="list-style-type: none"> The SBSH continues to support the compliance plan approach by funding and facilitating a series of four roadshows to be delivered by BSD in October and November this year. 	Q2
1.1.2	Outstanding actions against aims by priority (2025/26):	RAG:
	LABSS DDG Terms of Reference and scope/remit of SBSH support: <ul style="list-style-type: none"> Review and refresh LABSS DDG Terms of Reference and the scope/remit of SBSH support to the group following conclusion of LABSS reshaping exercise. Target – December 2025 	
	Digital Delivery for Local authority Verifiers on Emerging Reporting Requirements: <ul style="list-style-type: none"> Consult with Idox on time recording proposals and need for consultant support services for local authorities and obtain quotation for service provision. Target – December 2025 	
	Back Office Case File and Workflow Systems: <ul style="list-style-type: none"> Establish permanent workflow system using Idox Enterprise with bespoke reporting and workflow for the SBSH. Target – March 2026 	
	Digital Delivery for Local authority Verifiers on Emerging Reporting Requirements:	

	<ul style="list-style-type: none"> Engage Idox for time recoding tool development and consultant support in those local authorities seeking assistance. Target – March 2026 	
	Mobile Technology App: <ul style="list-style-type: none"> Continued development of the product, UAT/feedback through working group and wider, wrap up short-term working group and launch app. Target – March/April 2026 	
	Compliance Plan Approach: <ul style="list-style-type: none"> Continue to support the 'Compliance Plan Working Group' and support initiatives and development outcomes. Target - TBC Continue to support the reconvened 'Compliance Plan Guidance Subgroup' and support initiatives and development outcomes. Target - TBC 	
1.1.3	Changes/new strategic goals against aims (2025/26):	RAG:
	None.	
1.2	Technical/Operations/Services:	
1.2.1	Successes against identified aims (2025/26):	Quarter:
	Structural Engineering Expert Hub (Structural Hub): <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> We have concluded a revised format for Information Papers, and this has been implemented through two new information papers published in May 2025. 	Q1
	STAS Process Review: <ul style="list-style-type: none"> STAS fee scales have been reviewed, and it has been concluded that they are currently fit for purpose. They are essentially an administration fee that does not discourage uptake, and sufficient to discourage disingenuous applications. 	Q2
	Information Paper Process Review: <ul style="list-style-type: none"> Process review concluded and new systems in place to deal with information paper processes. Local authorities and stakeholder have been informed of outcomes and new processes, etc. 	Q2

1.2.2	Outstanding actions against aims by priority (2025/26):	RAG:
	LABSS CTWG Terms of Reference and scope/remit of SBSH support: <ul style="list-style-type: none"> Review and refresh LABSS CTWG Terms of Reference and the scope/remit of SBSH support to the group following conclusion of LABSS reshaping exercise. Target – December 2025 	
	STAS Process Review: <ul style="list-style-type: none"> Consider STAS rebranding. I.e. Scottish Type Appraisal System. Target – January 2026 	
	Structural Engineering Expert Hub (Structural Hub): <ul style="list-style-type: none"> Establish working group and from experiences in developing Fire Hub, use same principles to formally introduce the Structural Hub. Develop operational partnership element of Structural Hub to enable peer review of complex structural design. Develop the collaborative forum element of Structural Hub to consider matters of national interest in relation to structure and structural design. Inform local authorities and stakeholders of Structural Hub creation, services and activities. Publicise the same. Target – March 2026	
1.2.3	Changes/new strategic goals against aims (2025/26):	RAG:
	None.	
1.3	Learning and Development:	
1.3.1	Successes against identified aims (2025/26):	Quarter:
	Competency, Validation and Skills Builder: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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):	Q1

	<ul style="list-style-type: none"> • 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. 	
	Enforcement Evidence Gathering Training: <ul style="list-style-type: none"> • Roll out of current comprehensive 3-day training events all organised and delivered. 	Q1
	HNC – Architectural Technology (Building Standards Specific): <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Series of in-person training events, have been organised covering the first principles of fire safety design. • Funding agreed for remote island authorities so they may also participate in person. 	Q1
	Fire – First Principles: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Engagement has taken place with LABC to develop a formal accredited fire engineering and fire safety design course for Scotland. 	Q1
	Competency, Validation and Skills Builder: <ul style="list-style-type: none"> • UAT of the Skills Builder Platform is concluded and ready for formal commencement of the interim peer review process. 	Q2
	HNC – Architectural Technology (Building Standards Specific): <ul style="list-style-type: none"> • Development of the course material concluded. 	Q2
	Fire – Development and Delivery of Formal Accredited Qualification: <ul style="list-style-type: none"> • Places on course have been secured with LABC, with full financial support for attendees. • Programme dates set and this programme has been budgeted for annual roll out as BAU. 	Q2
1.3.2	Outstanding actions against aims (2025/26):	RAG:
	LABSS Ambassadors Networks:	

	<ul style="list-style-type: none"> Engage with LABSS to determine the scope and remit by which the SBSH can support LABSS Ambassadors network. Target – December 2025 	
	Non-verifier Industry Stakeholder Training: <ul style="list-style-type: none"> 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. Target – March 2026 	
	Leaders Development Programme: <ul style="list-style-type: none"> Conclude the programme. Target – March 2026 	
	Enforcement Evidence Gathering Training: <ul style="list-style-type: none"> 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. Target – March 2026 	
	In Person Training: <ul style="list-style-type: none"> Investigate other areas where funding could be used to support people attending events, depending on budget allocation left following fire design first principles training. Target – March 2026 	
1.3.3	Changes/new strategic goals against aims (2025/26):	RAG:
	None.	

2	National and SBSH Measures and Outcomes:						
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	36			
	Number of new STAS applications.	4	2	5			
	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	8			
	Average time taken to respond to STAS enquiries.	-	-	-			
	Key reported outcomes from STAS customers.	Q1 Examples: <ul style="list-style-type: none"> The SBSH approves CALA Homes Light and Space Model E Flats range, this covers 11 flat 					

		<p>types, 8 block types, standard details and standard specifications.</p> <ul style="list-style-type: none">• 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. <p>Q2 Examples:</p> <ul style="list-style-type: none">• New application from Bancon Construction for 6 house types.• New applications from Miller Homes in 3 tranches (tranche 2, 3 and 4) for a total of 30 house types.• New application from Timpson Ltd for their modular retail unit.					
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	35			
	Number of new information papers produced.	2	2	1			
	Number of information papers revised.	0	0	0			
	Key reported outcomes from information paper customers.	<p>Q1 Examples:</p> <ul style="list-style-type: none">• 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. <p>Q2 Examples:</p>					

		<ul style="list-style-type: none">SFRS best practice paper now published within this quarter.A range of new information papers has been outlined based on enquiries to the SBSH, covering, timber cladding, fire and smoke dampers, highly glazed extensions and overheating assessment simplified method.					
2.1.3	Dispute Resolution Scheme:						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of disputes received.	17	4	4			
	Number of disputes considered and resolved at a regional level.	17	4	4			
	Number of disputes referred to and resolved at Consortia Technical Working Group (CTWG) level.	0	0	0			
	Average time taken to establish the outcome from a dispute resolution case reviewed at national level.	N/A	N/A	N/A			
	Key reported outcomes from dispute resolution customers.	<p>Q1 Examples:</p> <ul style="list-style-type: none">The outcomes of the 4 cases resolved at 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. <p>Q2 Examples:</p> <ul style="list-style-type: none">The outcomes of the 4 cases resolved at 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 (Fire Hub):						
	SBSH Measure:	SBSH Outcome:					
		2024/25	Q1	Q2	Q3	Q4	2025/26
	Number of panels held.	N/A	0	1			
	Number of projects referred by verifiers to the fire engineering expert hub.	N/A	0	0			

	Number of matters of national interest considered by the fire engineering expert hub.	N/A	0	0			
	Average time taken to respond to projects referred to the Fire Engineering Expert Hub.	N/A	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	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	N/A			
	Number of projects considered by the Structural Engineering Expert Hub.	N/A	N/A	N/A			
	Number of matters of national interest considered by the Structural Engineering Expert Hub.	N/A	N/A	N/A			
	Average time taken to respond to projects referred to the Structural Engineering Expert Hub.	N/A	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	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	24			
	Average time taken to respond to a SBSH Fire Expert enquiry. (Target is 95% within 20 working days.)	96.4%	100%	100%			
	Number of SBSH Fire Expert peer reviews.	5	9	6			
	Average time taken to respond to a SBSH Fire Expert peer review. (Target is 95% within 20 working days.)	100%	87.5%	0%			

	Case examples within reporting period.	Q1 Enquiries: <ul style="list-style-type: none">• Fire alarm zones - Primark.• Battery farms.• Performance of fire hydrants. Q1 Peer Review: <ul style="list-style-type: none">• Roof terrace escape routes - Ardrossan School Campus.• Mist systems - Aparthotel Coatbridge.• Tensioned membranes - Sports Hall Stornoway Q2 Enquiries: <ul style="list-style-type: none">• Existing school considerations – from SFRS.• Terraced industrial units in common use – from SOCOTEC.• Acceptability of test assessments in Scotland from Structural Timer Association. Q2 Peer Review: <ul style="list-style-type: none">• Means of escape - Dalhousie Castle Hotel Bonnyrigg.• Escape travel Distances - Eastwood Recreation Centre Giffnock.• Fire strategy - Dollar Academy.					
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	16			
	Average time taken to respond to a SBSH Energy/Environment Expert enquiry. (Target is 95% within 20 working days.)	85.7%	100%	100%			
	Number of SBSH Energy/Environment Expert peer reviews.	0	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	N/A			
	Case examples within reporting period.	Q1 Enquiries: <ul style="list-style-type: none">• Overheating risk.• Compliance tools – SAP 10.2 Q2 Enquiries:					

		<ul style="list-style-type: none">• Insulation of pipework within internal voids in dwellings.• Predicted energy rating.• Resistance to moisture - using Ecobrix Durisol walling system.					
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	29			
	Average time taken to respond to a SBSH Technical Expert enquiry.	100%	100%	100%			
	Case examples within reporting period.	Q1 Enquiries: <ul style="list-style-type: none">• DMEv if flats linked to alarm systems.• Wall type A ventilation.• Thatched roofs. Q2 Enquiries: <ul style="list-style-type: none">• Bsi consultation on PAS 2000.• 2.0.6 - Flats with ground floor access• Class 1 storage building or class 1 factory-max compartment area.					
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	0			
	Number of projects/matters considered by the CTWG.	4	25	15			
	Number of stakeholders engaged with through the CTWG.	11	3	3			
	Examples within reporting period.	Q1 Examples: <ul style="list-style-type: none">• 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.					

		<ul style="list-style-type: none">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. <p>Q2 Examples:</p> <ul style="list-style-type: none">Performance of fire and smoke dampers, sharing of approaches between verifiers.EV charging point and application of standard 7.2, how verifiers consider the area of 'development'.Application of guidance clause 4.3.4 – feedback on the design of external landings in domestic buildings.					
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	1			
	Number of projects/matters considered by the Digital Hub/DDG.	6	1	0			
	Number of stakeholders engaged with through the Digital Hub/DDG.	8	2	2			
	Examples within reporting period.	<p>Q1 Examples:</p> <ul style="list-style-type: none">New project started is the national building standards mobile app. <p>Q2 Examples:</p> <ul style="list-style-type: none">Developer appointed for the mobile app and work started on 08.09.2025.Survey analysis report produced, with proposals for national time recording system.					
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	3			
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	25			

	Number of SBSH direct training events delivered.	2	1	1			
	Number of SBSH organised, externally presented training events delivered.	28	6	9			
	Number of SBSH delivered lectures.	3 direct 7 fac.	0	2			
	Examples within reporting period.	<p>Q1 Examples:</p> <ul style="list-style-type: none"> • Barnsley and Barnsley – specialist investigative training • Presentation to LABSS AGM on Skills Builder/competency assessment system • Airtightness and Retrofit training – national rollout. <p>Q2 Examples:</p> <ul style="list-style-type: none"> • Rollout of Principles of Fire Engineering 1 Day Course, delivered in partnership with University of Edinburgh • Delivery of bespoke e-learning modules on fire and flooding • Delivery of Skills Builder Training to LABSS general meeting • Learning delivered in partnership with LABC including modules on Safety at Sports Grounds and webinars 					