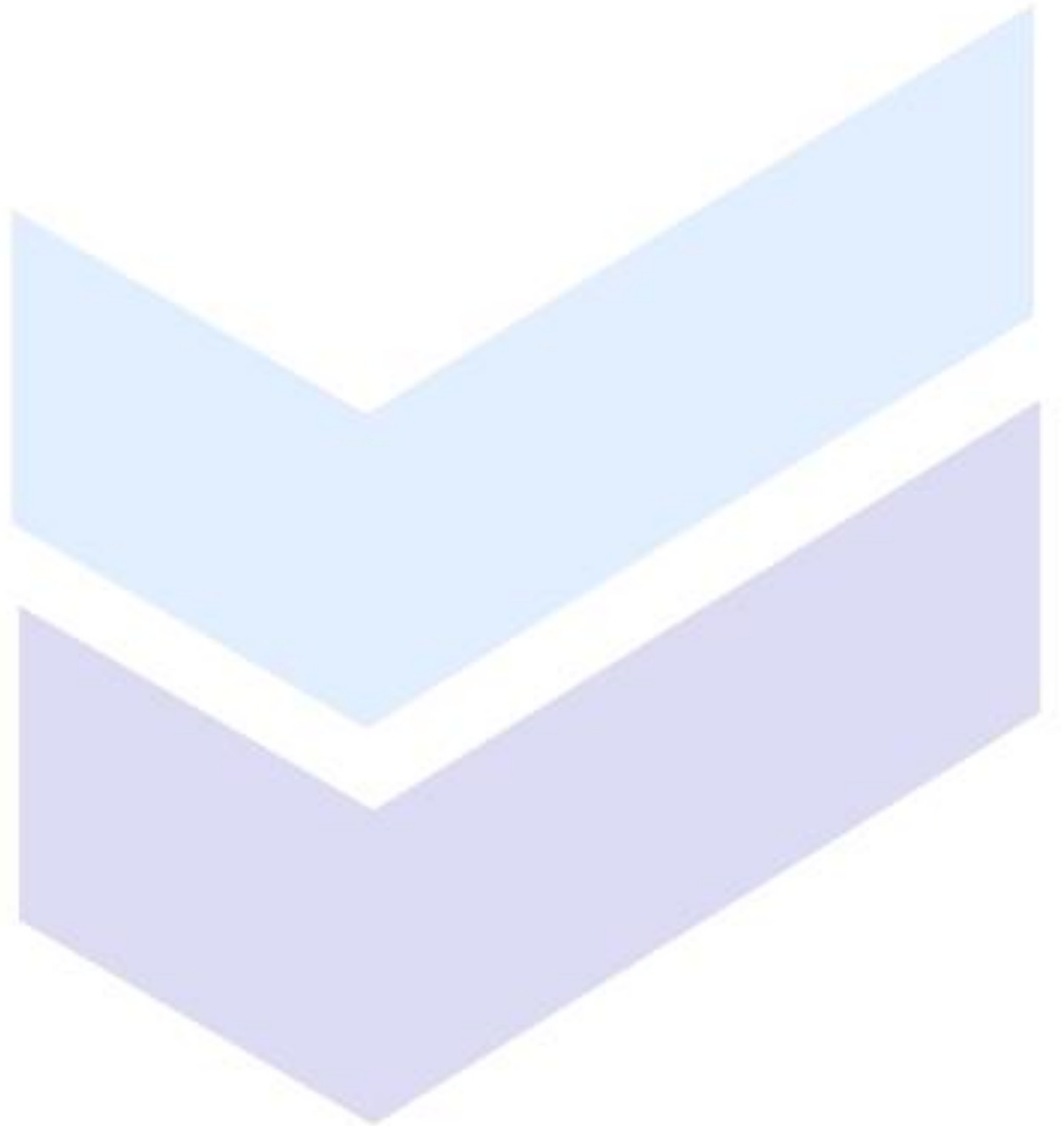


## **Scottish Building Standards Hub (SBSH) Business Plan – 2025/2026**



**Version 1.2 – 19<sup>th</sup> June 2025**

Produced by the Scottish Building Standards Hub.

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## Document Version Control.

Title: Scottish Building Standards Hub (SBSH) Strategic and Operational Business Plan and Annual Report 2025/2026.

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

Version:	Date:	Notes:
1.0	07.04.2025	Initial 2025 draft.
1.1	14.05.2025	Example information added to annual reporting.
1,2	19.06.2025	Business Plan and Annual Report separated and rationalised.

Contents:	Page:
1. <b>Scottish Building Standards Hub (SBSH):</b>	4
1.1 Background	
1.2 Vision	
1.3 Introduction	
2. <b>The Organisation:</b>	5
2.1 Our Team	
2.2 Governance	
3. <b>Strategic Objectives:</b>	6
3.1 Business/Strategy/Transformation	
3.2 Technical/Operations/Services	
3.3 Learning and Development	
4. <b>Outcomes:</b>	12
4.1 Outcomes	
4.2 Performance and Outcome Reporting.	
5. <b>Budget/Reporting:</b>	14
5.1 Budget	
5.2 Budget Reporting	

## 1.0 Scottish Building Standards Hub (SBSH):

### 1.1 Background:

The origin of the Scottish Building Standards Hub (SBSH) stems from the response to critical failures in building safety, most notably the Edinburgh school construction failures and the Grenfell Tower tragedy. The Scottish Government established a Ministerial Working Group on Building and Fire Safety. This led to two major reviews in 2018 focusing on compliance, enforcement, and fire safety.

To implement the resulting recommendations, the Building Standards Futures Programme Board was created. Its mission was to enhance the performance, expertise, and resilience of Scotland's building standards system. This was pursued through seven key workstreams.

Under the Verification Delivery Model workstream, the concept of a Building Standards Hub (BSH) was developed to modernise and improve the delivery of building standards services in Scotland. A pilot programme, hosted by Fife Council from May 2022 to May 2024, demonstrated the hub's potential to:

- Improve service delivery and consistency
- Increase efficiency and capacity
- Support skills development and technology adoption
- Enhance resilience across the system

Following the pilot's success, the creation of the SBSH was approved by Scottish Ministers and was officially launched on 24th May 2024.

Fife Council was formally appointed as the permanent host for the SBSH through the Society of Local Authority Chief Executives (SoLACE) Scotland Branch.

### 1.2 Vision:

Our vision is to 'support transformation and quality in building standards.'

Our aims are to support:

- Delivery of excellent public services (overarching aim)
- Driving efficiencies
- Increased capacity to deliver across all types of construction work
- Investment in skills and new technology
- Resilience, and
- Increased consistency

Our support to local authority building standards teams 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

## 1.3 Introduction:

Compliant buildings and the competence of those involved in their design, approval and construction have become a key focus in recent years. The SBSH became an entity to enhance and improve the building standards delivery model within Scotland and now serves as a central resource to support local authority building standards services, LABSS, BSD, industry stakeholders, and users of the system, marking a significant step forward in the Scottish Governments commitment to building safety and regulatory compliance.

## 2.0 The Organisation:

### 2.1 Our Team:

Our team consists of 10.5 full time equivalent (FTE) employees:

- Two SBSH Directors – one leading on business, strategy and transformation and one leading on technical, operations and services
- Learning and Development Manager
- Technical Support Surveyor (Learning and Development)
- Three Technical Support Surveyors.
- Two Expert Technical Support Surveyors – one leading of fire and one leading on energy and environment
- Administration and Technical Support Officer
- Administration and Technical Support Assistant (0.5 FTE) (Post currently unfilled)

The skills and experience of SBSH staff are utilised across all our business areas, these being:

- Business, strategy and transformation
- Technical, operations and services
- Learning and Development

### 2.2 Governance:

The SBSH is an independent stand-alone specialist unit hosted within Fife Council with staff being employees of the council.

As such, the SBSH and its employees work to Fife Councils corporate rules, including HR, procurement and finance.

The SBSH is however strategically directed by its 'Advisory Board' whose remit also ensures we are delivering and performing as intended.

Our appointed [Advisory Board](#) consists of a minimum of 10 members, with representation currently coming from:

- 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.)

## 3.0 Strategic Objectives:

### 3.1 Business/Strategy/Transformation:

Our overarching goal is to support the building standards system and delivery model. We primarily do this through the support we provide to local authority verifiers and their wider building standards teams.

In addition to our 'business as usual' service delivery and activity, we also support a wide range of national initiatives, projects and working groups seeking to deliver change and improve building standards.

Our business strategy is to ensure the SBSH operates as intended and can work effectively as a stand-alone unit within Protective Services at Fife Council, fully integrating with their corporate systems and liaising with relevant business and service managers where change is required for us to meet service needs.

Our transformation strategy is to ensure that effective support is provided to local authority verifiers to allow them to meet change within the building standards system delivery model, primarily where that change is driven by Scottish Government.

For 2025/26 our aims under this business area are to:

## Recruit personnel to all posts within the SBSH:

- Recruit to the position of Technical Support Surveyor (Learning and Development). (Conclude by July 2025)
- Undertake 12-month overview of all posts within the SBSH as per Fife Council policy for newly established roles to assess that activity and areas of responsibility are as initially stated. (Conclude by November 2025)
- 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:

- Progress with the establishment of Idox Uniform system and back populate case files to 01.01.2025 to enable better historical data recording. (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)

## Single Sign on to LXP Platform:

- Establish single sign on facility for verifiers to access the new LXP learning management system from the SBSH website. (Conclude June 2025)

## 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:

- Establish outcomes on app features and functionality. Prepare tender documentation, identify suitable app developers, and seek 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. Funding to be used in an agile way to accommodate national reporting outcomes, and to encourage consistency in recording and reporting of performance data. Primary focus is on a national time recording system, but other digital recording opportunities may be explored.
- Establish LABSS wish in platform mechanism, engage with Idox, LABSS DDG, BSD and any other key partners to develop, support and 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.

## 3.2 Technical/Operations/Services:

Our technical, operations and services strategy is to provide building standards system services that support consistency in the application of technical standards, regulation, and procedural matters.

These services are supplemented by the general and expert advice we provide to verifiers and the wider construction industry and the in-house peer review service we provide to verifiers in the key expert areas of fire, energy and on environmental matters.

National support on key areas of expertise is further enhanced by the SBSH management and operation of FireHub and StructuralHub where verifiers can seek peer review by industry experts on the most complex fire safety design and structural design proposals. The hubs of expertise also provide a platform whereby matters of national interest may be discussed and outcomes established.

For 2025/26 our aims under this business area are to:

## 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)

## **STAS Process Review:**

- Conclude process review and develop new guidance and systems.
- Consider and establish new fee scales.
- Consider STAS rebranding. I.e. Scottish Type Appraisal System.
- Inform local authorities and stakeholder of outcomes and new processes, etc. (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)

## **Dispute Resolution Process Review:**

- Conclude process review and develop new guidance and systems.
- Inform local authorities and stakeholder of outcomes and new processes, etc. (Conclude January 2026)

## 3.3 Learning and Development

Our learning and development strategy is put a variety of systems and training in place that supports those entering the profession as well as those already in the profession to have the skills necessary to undertake their role competently and progress in their career.

This strategy includes supporting programmes such as modern and graduate apprenticeship schemes, lecturing to students on building standards related matters, and delivering a programme of CPD sessions to verifiers.

We also undertake an ongoing development of digitised training material to hold on our learning management system and own, administer and manage the national digitised competency assessment scheme, supporting practitioner validation.

For 2025/26 our aims under this business area are to:

### Competency, Validation and Skills Builder:

- Continue to support the work of the Competency Steering Group in the development of the digital CAS (Skills Builder) as the platform for practitioners to record their skills and achievements as well as areas requiring further training. Assist in developing the tools to allow the interim peer review process for validation to be put in place and tested.
- Produce digitised training material and roll out awareness sessions to LABSS members in the use of the platform. (Conclude June 2025)
- Complete the development and the UAT of the Skills Builder Platform to commence validation of operational managers in June 2025, with subsequent roles thereafter. (Peer review validation trial concluding in August 2026)

### Non-verifier Industry Stakeholder Training:

- Identify areas of training developed 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)

## Learning Experience Platform (LXP):

- Undertake and conclude UAT of the SBSH LXP.
- Roll out awareness sessions to LABSS members in the use of the platform. (Conclude June 2025)

## Enforcement Evidence Gathering Training:

- Continue roll out of current comprehensive 3-day training events.
- 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):

- Engage with Fife College to fully explore possibilities in delivering a be-spoke online HNC course. (Conclude May 2025)
- Engage with managers to highlight the processes for and expectations of those potentially participating on the programme. (Conclude April 2025)
- Support the development of the course material and managers to engage participants onto the course. (Conclude August 2025)
- Provide funding support to individuals who cannot access other funding sources. (Conclude August 2028)

## Leaders Development Programme:

- Continue to develop the training material and methods for the programme. Including relevant review points for working group and oversight from the BSD. Start roll out of programme. (Conclude March 2026, there after roll out programme will become BAU)

## In Person Training:

- Investigate how funding could be used to support people attending events, taking account of equitable distribution and the location of where candidates may be in relation to training venues.
- Investigate what training opportunities could be rolled out further and wider to support candidate's location. (Conclude March 2026)

## VLE Programme 3 – Compliance Plan Approach:

- Understand the compliance plan process/approach and determine subject areas that will form part of an e-learning programme of modules.
- Develop and deliver e-learning programme/modules. (Conclude March 2026)

## Fire – First Principles:

- Engage with universities and training partners to develop a series of one day events on the principles of fire engineering and fire safety design.
- Support participation of attendees at events.
- Roll out programme, taking account of participant location. (Conclude March 2026, there after roll out programme will become BAU)

## Fire – Development and Delivery of Formal Accredited Qualification:

- Engage with industry partners/peers and professional bodies to develop a formal accredited fire engineering and fire safety design course for Scotland.
- 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)

## 4.0 Outcomes:

### 4.1 Outcomes:

Our outcomes are directly linked to our organisations aims as noted in section 1.2. Noting that 'delivering excellent public services' is our overarching aim, outcomes delivered by the SBSH for the building standards system are described below, against the other 5 aims.

## **Drive Efficiencies:**

- 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.

## **Ensure Investment in skills and Technology:**

- 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.
- SBSH support to the development of digital technology through LABSS DDG.

## **Increased Capacity to Deliver Across All Types of Work:**

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

## **Increased Consistency:**

- Verifiers will have access to a suite of information papers and guidance to aid consistent technical interpretation and process application.
- 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.

## **Increased Resilience:**

- 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 local authorities will be a member of a regional consortium group, who will actively participate on the LABSS Digital Delivery Group (DDG), supported by the SBSH.
- A memorandum of understanding (MOU) will be in place 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.
- A memorandum of understanding (MOU) will be in place between the SBSH and LABSS confirming their relationship, interdependence, and areas of collaboration.

## 4.2 Performance and Outcome Reporting.

Reporting of our performance and outcomes is through our quarterly [operational reporting](#) to the Advisory Board, and annual report. These are available on the SBSH website.

## 5.0 Budget/Reporting:

### 5.1 Budget:

All our funding is used to support our business continuity and service delivery to all Scotland's 32 local authority building standards teams.

Our main income stream is through an annual funding award, which is realised from building warrant fee income transferred to us via Fife Council's Local Government Financial Settlement.

Additional fee income is received from applicants seeking a Scottish Type Approval Scheme certificate.

We also periodically receive fee income to either support national initiatives or deliver set pieces of work.


### 5.2 Budget Reporting:

Reporting against our budget is also through our quarterly [operational reporting](#) to the Advisory Board, and annual report. These are available on the SBSH website.



## Contact:

Should you wish to contact the Scottish Building Standards Hub (SBSH) about this business plan, the range of services and activities we undertake, or if you are seeking to collaborate/engage with us, please contact us by email: [sbsh@fife.gov.uk](mailto:sbsh@fife.gov.uk)

A large, stylized graphic of two nested chevrons, one light blue and one light purple, pointing downwards, serving as a background for the contact information.

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