

SBSH Advisory Board Meeting 7

Note of Meeting: 15th June 2026

1.0		Welcome/Apologies:	Actions:
	1.1	Welcome: GM welcomed everyone to the meeting.	
	1.2	Attendance: Gary Mees (GM) – Gary Mees Architectural Technology representing Construction Industry. (Chair) Laura Shanks (LS) –Building Standards Team Manager City of Edinburgh Council representing LABSS. (Vice Chair) Stephen Garvin (SG) – Head of Building Standards Division representing BSD. Mark Lawler (ML) – Director MJL Consulting Engineers Ltd. representing Certifiers. Nigel Kerr (NK) – Head of Protective Services Fife Council representing Fife Council. Robert Nichol (RN) – Chief Officer Environment and Economy CoSLA representing CoSLA. Neil Mitchell (NM) – Head of Development Unit Building Standards Division representing BSD. Craig Hatton (CH) – Chief Executive North Ayrshire Council. Representing SOLACE. Stuart Parker (SP) – Managing Director Scotland of Morgan Sindall representing the Construction Industry. Alan McAulay (AMcA) – SBSH Director (Technical/Operations/Services). James Whiteford (JW) – SBSH Director (Business/Strategy/Transformation). Russell Watson – SBSH Learning & Development Manager Apologies: John-Paul Breslin (JPB) – Building Standards Team leader Stirling Council representing LABSS	
	1.3	Intimations/Conflicts of Interest: None. Russell Watson was welcomed to the Board Meeting.	
	1.4	Note of Previous meeting: Agreed.	

2.0		Previous Actions:	
	2.1	Action 5.1 - Review the Balance of Board members: GM presented a paper to the Board proposing that 2 new members be added in line with that outlined in the Boards Terms of Reference and Remit. The Board agreed with the proposal and that another Board members should be sought from the education/training sector and that another should come from construction. SP suggested for the construction representative, this should be from the housing sector. Whilst acknowledging that it is for the Board to decide who is approached to participate as a member, GM requested that some ideas be sought from the SBSH. JW/AMcA/RW to have a discussion and forward any suggestions to GM for the Board to consider.	GM/JW/AMcA
3.0		Update:	
	3.1	Activity: SBSH Periodic Operational Report Q4 2025/26: The circulated report marks the conclusion of the 2025/26 financial year and reporting period. It was noted that future reports will align with the new performance reporting framework previously agreed by the Board. Some tasks remain behind schedule, including revisions to the DDG and CTWG terms of reference and clarification of SBSH support to these groups; however, these are dependent on the ongoing LABSS reshaping work, expected to conclude within the year. As such, these items will continue to be reported without fixed timescales. Progress on the Ambassadors Network is also linked to the outcome of the LABSS reshaping work. Business/Strategy/Transformation Update: Business, strategy and transformation activity progressed significantly during Q4, with key milestones achieved across several workstreams. Digital delivery work with Idox advanced, including the development and demonstration of time recording and reporting tools, with stakeholder engagement completed and wider local	

	authority demonstrations to come; implementation is now planned for January 2027 (recording) and April 2027 (reporting). Development of SBSH back-office case file and workflow systems has also progressed, with requirements defined, procurement completed, and system development scheduled for May–June 2026. The mobile technology app reached minimum viable product stage, with user acceptance testing completed and the app formally launched in early June following a soft launch in April. In addition, local authority improvement funding allocations have been confirmed by BSD, with mechanisms established for distribution and payments ongoing. Further funding has also been secured to support modern and graduate apprenticeships (£80,000), the Career Training Framework (£100,000), and SBSH event delivery (£20,000). Technical/Services/Operations Update: SBSH continues to host and support the operational delivery of the LABSS CTWG during the ongoing reshaping process, with the group remaining an active forum for verifier support and SBSH business-as-usual activities. The next CTWG meeting is scheduled for this Wednesday, with a full agenda focused on key issues of national interest. It was noted that not all work can be covered within the forum, with discussions prioritised accordingly. Key outcomes from the CTWG will be reported and published in the next SBSH newsletter, due for circulation by the end of the month. Routine stakeholder engagement is ongoing, key areas include: • CERTSURE/SELECT – discussion on Standard 2.11. • Fire Hub - Collaborative Forum - 3rd Meeting (outcomes reported on the SBSH website). • SIFE Branch Council Meetings (SBSH now co-opted members). • Arup/SER - Undertaking warrantable works in Large Panel System buildings.	
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		• NHS Assure – Technical discussion on Forth Valley National Treatment Centre Extension. • OFR – Possible third-party fire review support. • SER/SBSH/BSH – Routine liaison forum. • SFRS Construction sub-group - New and emerging risk group (NERG). • Collaborative Group on Whisky Maturation Warehouse Fire Safety, meeting 1. • SG Cross Sector Building Safety Forum. Structural Engineering Expert Hub (Structural Hub): Progress on the establishment of the SBSH Structural Hub is ongoing, with next steps including development of the Terms of Reference and confirmation of stakeholder participation. It is anticipated that the formal structure will be in place by end of summer 2026, ahead of the target date of October 2026. In the interim, SBSH continues to provide support to verifiers and stakeholders on structural-related matters, both verification and non-verification. Existing strong relationships, particularly with SER and local authority structural engineers, ensure that the delay in formalising the hub is not impacting service delivery. National and SBSH Measures and Outcomes: It was noted that there were no new STAS applications received in Q3 and Q4; this is considered typical and reflects the cyclical nature of developers updating house type ranges. Applications received earlier in the year are progressing toward approval, with over 100 house types expected to be approved for national use. An increase in STAS enquiries was noted, with Q1 2026/27 expected to demonstrate continued activity. Several Information Papers are currently in draft, covering a range of technical standards, with some under discussion with BSD's Technical Unit and expected to be published in the coming quarters. Ongoing demand for SBSH support was highlighted through enquiries and peer review requests.	
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	SBSH continues to support verifiers through operational partnerships, including assistance with warrant assessments, with further discussions ongoing with additional verifiers. Learning & Development Update: Continued delivery of LMS modules, including ventilation, induction, distance to boundary, escape route measurement, and travel distances. Transition to the Elucidat authoring tool agreed, due to upcoming de-support of the current system and its ability to allow wider access beyond local authority environments. Further modules currently in development, including firefighting facilities, operating framework, compliance plans, product certification, and performance framework, with some delays due to the change in authoring tool. It is intended that selected modules (e.g. compliance plans) will be shared with wider industry, subject to ensuring appropriate audience targeting. Future VLE programmes (6 & 7) will be developed using data from the CAS process to address identified skills gaps. Ongoing support provided to LABSS on the CAS peer review process, with valuable data gathered to inform future improvements ahead of the Scottish Government review. A new Technical Support Surveyor (L&D) will join in August, with plans to enhance the system, including improved management oversight and reporting. A comprehensive programme of formal training is underway, including fire engineering events, qualifications, and development of new courses (e.g. fire doors, fire stopping, dangerous buildings). Funding secured to develop a Career Training Framework, with plans to appoint a specialist contractor and undertake further research to support workforce development. Review of the Modern Apprenticeship scheme is ongoing, with plans to relaunch in 2027 alongside continued support for Graduate Apprenticeships.	
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		Monthly CPD sessions paused for summer, with plans to resume later in the year, including STAS-focused sessions and external contributions, with recordings retained on the LMS platform.	
	3.2	Business: Idox Enterprise – 2026/27 Reporting Onwards: Enterprise development is scheduled to conclude in June, with workflow functionality currently in the testing phase. Power BI reports have been developed, and Fife Council IT is in the process of creating a dedicated workspace to host and manage these outputs. Lead Technical Support Surveyor: The post has been approved by HR and established, with advertisement to proceed once the future funding model is agreed. It was also noted that one Technical Support Surveyor will be leaving to return to the construction sector, and it is anticipated that both posts will be advertised together in August following the summer break. Time/Activity: The report was circulated with the meeting papers for the Advisory Board to note and consider.	
	3.3	Finance: 2025/26 Budget Outrun: The overrun paper was provided for information and remains in draft form. It was noted that following further discussion with the accountants, actual expenditure is slightly lower than initially reported; however, this is offset by a corresponding increase in committed spend, largely due to the timing of invoice payments. Current Position: Spend is currently in line with the agreed budget, with expenditure reflecting expectations to date. It was noted that a slightly larger year-end surplus is anticipated, primarily due to savings from delayed recruitment of the Lead Technical Support Surveyor post (LTSS) and the period during which the Technical Support Surveyor (TSS) post remains vacant.	

	3.3	Future SBSH Funding – BSD Consultation work: SG confirmed that a meeting is scheduled for next week with RN to discuss future SBSH funding projections for the next 4 years from 2027/28 as part of the BSD consultation process.	
	3.4	Governance: Head of BSD Development Unit retiral – BSD Advisory Board representative replacement: SG advised that BSD is currently progressing recruitment to replace the recently retired Neil Mitchell (Head of Development Unit). It was noted that this is a lengthy process, with an outcome hoped for by the next meeting in September; however, if this is not achieved, an interim representative will be nominated to the Advisory Board.	
	3.5	Risk Register: It was noted that there are currently two key risks identified: G8 – service delivery programming uncertainty and S6 – staffing pressures, including the need to fill the LTSS role. Both risks are expected to be mitigated following confirmation of the 2027/28 funding model. In addition, a new staffing risk was highlighted relating to the loss of a TSS.	
4.0		AOCB:	
	4.1	None.	
	4.2	Next Meetings: Meeting 8 - Monday 21 st September 2026 at 13:30 on MS Teams Meeting 9 – Monday 14 th December 2026 at 13:30 on MS Teams	
5.0		Actions	
	5.1	Review the balance of Board members.	GM/JW/AMcA