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BUILDING STANDARDS
RESILIENCE LIAISON GROUP

NOTE OF THE SIXTH MEETING
FRIDAY 29 MAY 2020
11.45 am – 12.45 pm

By Teleconference

Attendees:

David Melhuish, Scottish Property Federation (DM)
Scott McKenzie, Local Authority Building Standards Scotland (SM)
Robert Jopling, Certification Scheme Providers (RJ)
David Fletcher, Wheatley Group (DF)
Ron Fraser, Construction Scotland (RF)
Michael Barton Maynard, Homes for Scotland (MBM)
Colin Proctor, Scottish Futures Trust (CP)

[redacted] More Homes, SG [redacted]
Stephen Garvin, Head of Building Standards, SG (SG)
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]

Apologies:

Peter Drummond, RIAS (PD)
Murray Horn, Scottish Property Federation (MH)
Nicola Barclay, Homes for Scotland (NB)

1. Welcome and introductions

1.1 All participants were welcomed to the meeting and apologies were noted. SG advised that implications for the construction industry as lockdown is eased were discussed at the Construction Leadership Forum’s re-start sub group meeting just prior to the Resilience Liaison Group meeting. The Resilience Liaison Group will continue to be a focal point to ensure discussions with industry partners on building standards matters continue as further progress out of lockdown is made.

2. Note of the Meeting on 21 May 2020 and actions

2.1 The note was circulated in advance of the meeting for review and was accepted. Members updated on the status of actions from previous meeting:
DM will provide an update on commercial site lists at the next meeting. This action point was covered under agenda item 4.

DF to pass information to [redacted] and SM for consideration. This action point was covered under agenda item 4.

CP to share published information with the group. This action point was covered under agenda item 4.

[redacted] to take forward promoting certification benefits with providers and a LABSS representative. This action point was covered under agenda item 7.

[redacted] to share short summary paper with group once finalised. This action point was covered under agenda item 5.

3. Updates from Scottish Government

Verifier position

3.1 [redacted] confirmed that all 32 verifiers have continued to provide weekly updates on the status of their service and follow up tele-conferences are being arranged where necessary. As at 25 May, all 32 are operational and continue to work with restrictions and adapted processes to take account of government guidance. The national picture is that workforce capacity is continuing to cope with demand levels. The overall rates of incoming submissions via eBS portal across Scotland have increased over the last two weeks and show an overall 26% reduction compared with 2019 figures. For comparison, the reduction in the first week of lockdown was 25%.

3.2 [redacted] advised that services have been preparing for a number of weeks to return to site inspections and offices and await the publication of further guidance to ensure staff are fully briefed on new ways of working across sectors. A number of services have been working with their customers to encourage online submissions and some are seeing up to 98% of submissions coming in online which has greatly improved efficiency. They are also asking customers for information on work priorities and volumes to ensure they can allocate resources when sites reopen. JM urged any stakeholders who know their work priorities to get in direct contact with their Local Authority at the earliest opportunity to ensure they can plan ahead.

3.3 [redacted] also noted that services are not just dealing with the immediate response to the crisis as a temporary measure. They are looking ahead to the future of their services and a number already have service redesign projects planned. The increased appetite from internal and external stakeholders for transforming services has allowed a number of improvements to be scaled up at a faster pace. Services have not been complacent and have taken this opportunity to reset how they work and make sure they improve overall resilience of their services on a permanent basis.
Approved Organisations

3.4 [redacted] advised there is little change in the EPC production statistics reported at the last meeting and the data continues to reflect the lack of construction activity across Scotland. No issues have been raised by Approved Organisations or Assessors and assurances have been given that the sector is ready to respond as we move into the recovery period.

Temporary Health Facilities

3.5 [redacted] reported that information gathering to develop a national register of temporary healthcare facilities is ongoing. Direct liaison between Health Boards and Local Authorities has improved coordination of the exercise and currently 20 from the total of 32 returns have been made.

3.6 The next meeting of the Temporary Health Facilities Liaison Group will take place on Wednesday 3 June 2020 to discuss progress in more detail. Members of the Group will also discuss the existing special measures guidance issued by the Minister for Local Government, Housing and Planning in relation to temporary healthcare buildings and consider if any changes are required at this stage.

Certification

3.7 [redacted] reported there had been a 3% increase in certification of design activity over the previous week. The overall reduction in certification of design activity based on this time last year is in the region of 25% to 30% which is comparable with the reduction in building warrant applications as reported in paragraph 3.1.

3.8 The reduction in certification of construction activity is approximately 90% when compared with activity levels in 2019. Activity is expected to pick-up in line with the phased restart of construction.

Remote Inspections and trials

3.9 [redacted] had spoken with the Chair of the LABSS Digital Transformation Group to discuss progress with arrangements for the trials. LABSS had contacted MBM, DF and PD to discuss involvement from their members and to connect verifiers with appropriate projects. Verifiers will report progress back to LABSS and it was recognised that fast progress is more urgent now that construction sites are preparing to reopen.

3.10 [redacted] reported that discussions with PD covered the format of the trials and ideas for their practical running. [redacted] will liaise with LABSS on these points to ensure the suggestions are reflected in the approach. ACTION: [redacted] to liaise with LABSS on the approach and format of remote verification inspection trials.

3.11 LABSS have been testing the use of MS Teams to take screen grabs from inspection video footage. The screen grab image is a smaller file size that avoids
potential storage capacity issues in local authority systems. The image is pasted into existing documentation as evidence of compliance.

SME Loans

3.12 [redacted] reported that the liquidity support fund for SME house builders has been operational for two weeks and so far there have been 20 applications from SMEs. This means there is still plenty headroom for additional applications and members were invited to encourage their SME stakeholders to review the online guidance on how to access funding at https://www.gov.scot/publications/coronavirus-covid-19-liquidity-support-sme-housebuilders/.

3.13 It was noted that a campaign on Twitter around the 6000 houses awaiting completion had started to gather momentum. Whilst people are entitled to raise their concerns, it was noted that the Minister is unable to intervene on individual cases and that responding to such a campaign has a significant impact on officials’ time. MBM confirmed that the campaign had been discussed by colleagues at Homes for Scotland and that the campaign was not driven by Homes for Scotland. [redacted] confirmed that the Minister is fully aware that Homes for Scotland is not involved in the campaign.

4. Updates from members

Commercial sites – key sites list

4.1 DM reported that around 30 sites have responded to the call to develop a list of projects nearing completion. The list includes hotels, offices and retail developments and he expects the list to be shared with LABSS next week to enable a cross-check by verifiers to assess if there is any unexpected work coming forward for completion. **ACTION:** DM to share the commercial sites list with SM for cross-checking by verifiers.

Housing sites

4.2 DF confirmed that contractors are responding to the guidance for restart following the easing of lockdown and are working towards starting early work from 8 June 2020. DF asked for views on the next steps for consultation with Scottish Government for making progress towards the later phases of the recovery plan. SG confirmed that the restart sub group of the Construction Leadership Forum remains the primary route for consultation between industry and government but scientific and clinical advice remains essential before any further decisions can be made on progress to later phases.

Safe operating procedures guidance

4.3 RF confirmed that the announcement on the easing of lockdown enables the construction sector to move into phases zero and one of the recovery plan. These two phase enable the industry to plan and prepare for restart including producing risk assessments and method statements for readiness to start. Phase one requires physical remodelling of sites to take workers back safely and it was noted that the
effort required for remodelling will differ significantly across the wide range of construction sites.

4.4 It was noted that there will be a delay between phases one and two until scientific and clinical evidence is assessed and a decision is made on the further easing of lockdown. However, the government’s construction guidance has been updated and reissued and this links with the Construction Scotland recovery plan and the safe operation procedures. The guidance can be found online at: https://www.cs-ic.org/library/working-on-site-during-the-covid-19-pandemic-construction-guidance/

4.5 The scientific and clinical data will indicate if a further easing of lockdown is possible. If this goes ahead in the next couple of weeks the industry will be able to move into the soft start phase and begin building-up activity. The priority now is for sites to make progress with remodelling and consider the number of workers required to return to work. It is expected that the number of workers required at this point will be small and can be done proportionately in line with the size of the site.

4.6 RF and CP will consider how to collect evidence on the remodelling of sites to indicate how scientific and clinical data has been used to ensure modifications protect the health of workers. ACTION: RF and CP to advise on the collection of evidence on the remodelling of construction sites for the safe return of workers.

4.7 DF commented that trade bodies and housing associations are willing to support the gathering of evidence on readiness to restart work. Similarly, MBM confirmed that Homes for Scotland will discuss this point with members and would support the work to develop an evidence base. ACTION: CP to contact DF and MBM to discuss support for evidence gathering on remodelling of sites.

4.8 MBM commented that the lack of a definitive start date makes it more difficult to provide an accurate number of expected housing completions. Information from a survey of Homes for Scotland members will provide a more robust picture of activity over the next couple of months on a local authority basis. Survey results can be shared with LABSS from next week. ACTION: MBM to share survey results with members and LABSS.

LABSS update

4.9 SM commented that verifiers have a good understanding of activity on the ground and would welcome the results from the Homes for Scotland survey to cross-check the anticipated activity on completions. On the #6000 campaign, it was clear that verifiers will not be a barrier to the completions process and there are good relations with contractors in each local authority area.

4.10 SG recognised that verifiers have a role in disseminating and communicating the guidance on safe operating procedures and related guidance issued by Scottish Government and Construction Scotland. CP recommended the use of a communication plan which includes action by the Minister to cascade the importance of consistent messaging on safe operating procedures. Messaging also need to be
clear on responsibilities for overlapping issues such as health and safety and environmental health.

4.11 SM commented that the local authority has a remit in these related areas but the legislation is unhelpful in determining responsibilities for taking action. These function are outside the building standards verification service and the local authority’s enforcement function in relation to the built environment. **ACTION:** SG, SM, CP and RF to discuss how verifiers can communicate the guidance directly to contractors working in each local authority area.

5. **Adaptations to buildings**

5.1 [redacted] provided an update on discussions with PD and a meeting involving colleagues from Scottish Futures Trust and Architecture and Place Division earlier this week. Earlier discussion recognised the need to have sufficient information on hazards and how they affect building users to understand the need for, and effectiveness of, adaptations and to support an informed risk assessment. In such risk assessment, the importance of both competence of the assessor and communication of relevant information were emphasised.

5.2 Planned work will include a brief literature review of existing guidance on bringing premises back into operation (examples from UKG, Health Protection Scotland and CIBSE were cited as examples, the latter going into more detail on the role of building services) and also a check on what information exists on safe use of premises that did not close during lockdown. This should highlight any need for discussion on specific topics with clinicians or SG colleagues developing sectoral guidance. Building Standards Division (BSD) with LABSS will contribute some brief guidance on work that does not require a building warrant but must still comply and those that are exempt from building regulations.

5.3 RIAS members are considering projects that would require building warrant approval and those that would be exempt from building regulations to support development of the guidance. As mentioned earlier by SM, it is expected that verifiers will have capacity to process applications for building warrant in relation to adaptations where oversight of the work is required.


6.1 SG indicated that the easing of lockdown now requires a review of the special measures guidance on building standards matters issued by the Minister to Local Authority Chief Executives. [redacted] explained the scope of the procedural guidance covered by the six Ministerial letters and stated that five are still current and relevant as we progress out from lockdown. However, the guidance covering temporary healthcare buildings will be reviewed with LABSS and Health Facilities Scotland at the meeting of the Temporary Health Facilities Liaison Group next week.

6.2 [redacted] advised that some temporary buildings may return to business as usual while others will be required for longer to support efforts to train medical staff. The discussion will also consider the decommissioning plans and timeline for NHS Louisa Jordan before revising the guidance. The need for consolidated guidance across all six ministerial letters will be considered. **ACTION:** [redacted] to advise
on the revision to the Temporary Healthcare Buildings guidance and the need for consolidated guidance going forward.

6.3 SG added that the guidance on completion certificates and extension to building warrants were developed with Scottish Property Federation, Homes for Scotland and LABSS. A short discussion next week would provide an opportunity to check if any revision is required. **ACTION:** SG, DM, MBM and SM to review the guidance relating to completion certificates and extension to warrants.

6.4 The guidance on handling certificates of design should also be discussed at the forthcoming meeting between BSD and Scheme Providers. **ACTION:** NM and RJ to review the certification guidance as part of the meeting with scheme providers.

7. **Certification – promotion of role in recovery phase**

7.1 Discussions between BSD and Scheme Providers on the promotion of certification during the recovery phase are ongoing. [redacted] thanked MH, MBM and DF for their feedback on how their organisations’ members are using certification on projects and confirmed this information will be shared with Scheme Providers at the meeting taking place following the Resilience Liaison Group meeting. LABSS have joined the group with the addition of John Delamar, Building Standards Manager at Midlothian Council.

7.2 Initial work to promote the benefits of certification include preparation of a Ministerial letter to explain the benefits of using an approved certifier during the recovery phase. In addition, the e-Development portal has been updated with a link to the Building Standards Customer Journey which clearly promotes the benefits of using an approved certifier on projects. Early work with the Construction Scotland Innovation Centre to develop promotional materials for schemes has begun and information on the options will be shared with members as soon as possible.

7.3 RJ advised that Scheme Providers have engaged with their stakeholders on the use of certification and Dave Forrester from SELECT had contacted members of the group for comments. RJ indicated that the Construction Scotland recovery plan could usefully include reference to certification with a focus on the benefits of certification of construction.

8. **AOB/ Next Meeting**

8.1 There were no other items of business. A note of the meeting will be issued no later than Tuesday and BSD will organise the next meeting to take place in the latter half of next week. Suggestions for inclusion on the next agenda were requested.

Building Standards Division
29 May 2020
Nicola, Fionna

Good to speak this morning. To cover the points of our discussion:

1. **Supplementary guidance:**

   Here’s a web link to the short supplementary guidance note on how phases 1 and 2 in the Scottish Government’s route map apply to the housing market and home moves:


2. **Phase 2 guidance for moving home:**

   New guidance needed to be ready for Phase 2, together with amended regulations. We hoped to share a draft with you early next week for your comments. We would be engaging working group members singly or by professional group to make sure the guidance worked for each sector. We also had various internal policy connections to make. Claire referred to the fair work statement, which is something we had to take account of:


   We would give you as much notice as we could of any date for phase 2 but this was always likely to be contingent on the scientific and medical evidence around the pandemic.

3. **HPS clearance of SOP:**

   We would look into where your SOP had got to with HPS and clarify what the clearance process was.

   Here is HPS guidance on non-healthcare settings:


Many thanks, Andrew
-----Original Appointment-----
From: Mott A (Andrew)
Sent: 28 May 2020 17:01
To: Mott A (Andrew); 'Nicola Barclay'; Fionna Kell; [redacted]
Subject: HfS: housing market and home moves
When: 02 June 2020 10:30-11:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: VSCENE - dial in details added below

All

CONNECT VIA VSCENE VIA ONE OF THE FOLLOWING: [redacted]

Many thanks, Andrew
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BUILDING STANDARDS
RESILIENCE LIAISON GROUP

NOTE OF THE SEVENTH MEETING
FRIDAY 5 JUNE 2020
11.45 am – 1.00 pm

By Teleconference

Attendees:

David Melhuish, Scottish Property Federation (DM)
Scott McKenzie, Local Authority Building Standards Scotland (SM)
Robert Jopling, Certification Scheme Providers (RJ)
David Fletcher, Wheatley Group (DF)
Ron Fraser, Construction Scotland (RF)
Michael Barton Maynard, Homes for Scotland (MBM)
Colin Proctor, Scottish Futures Trust (CP)
Peter Drummond, RIAS (PD)
Murray Horn, Scottish Property Federation (MH)
Nicola Barclay, Homes for Scotland (NB)

[redacted] More Homes, SG [redacted]
Stephen Garvin, Head of Building Standards, SG (SG)
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]

Apologies:
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]
[redacted] Building Standards, SG [redacted]

1. Welcome and introductions

1.1 All participants were welcomed to the meeting and apologies were noted.

2. Note of the Meeting on 29 May 2020 and actions

2.1 The note was circulated in advance of the meeting for review and was accepted. Members updated on the status of actions from previous meeting:

- [redacted] to liaise with LABSS on the approach and format of remote verification inspection trials – covered under item 3
- DM to share the commercial sites list with SM for cross-checking by verifiers – covered under item 4
- RF and CP to advise on the collection of evidence on the remodelling of construction sites for the safe return of workers – covered under item 4
• CP to contact DF and MBM to discuss support for evidence gathering on remodelling of sites – covered under item 4
• MBM to share survey results with members and LABSS covered under item 4
• SG, SM, CP and RF to discuss how verifiers can communicate the guidance directly to contractors working in each local authority area covered under item 4
• [redacted] to advise on the revision to the Temporary Healthcare Buildings guidance and the need for consolidated guidance going forward covered under item 6
• SG, DM, MBM and SM to review the guidance relating to completion certificates and extension to warrants covered under item 6
• [redacted] and RJ to review the certification guidance as part of the meeting with scheme providers covered under item 7

3. Updates from Scottish Government

Verifier position

3.1 [redacted] confirmed that all 32 verifiers have continued to provide weekly updates on the status of their service and they are reporting that their services have stabilised into new ways of working and continue to adapt working protocols. The national picture as at 1 June, shows all 32 are operational and continue to work within the government guidance and workforce capacity continues to cope with demand. The overall rates of incoming submissions via eBS portal across Scotland have decreased this week and show an overall 41% reduction compared with 2019 figures. For comparison, the reduction in the first week of lockdown was 25%.

3.2 [redacted] stated that verifiers had been providing updates on their service status over the last 11 weeks and that this information has been valuable in tracking the impact of the crisis on services and summarising the national picture as it has developed. [redacted] advised that the format of the weekly updates was being reviewed to capture more specific information on some of the key themes which have emerged. This will allow BSD to identify if any further support or guidance is required as government and industry prepare to move into recovery.

Approved Organisations

3.3 [redacted] confirmed EPC production figures for the month of May have decreased 87% in the domestic certificates compared to May 2019 with non-domestic certificates decreasing by 77%.

Temporary Health Facilities

3.4 SG stated the fifth meeting of the Health Resilience liaison group was held on 3 June 2020. The second month’s information has been gathered for the Healthcare Facilities Register. The register contains information gathered from NHS and LABSS about the location and type of facility e.g. care, mortuaries and testing facilities and is used to monitor the construction or conversion of buildings during the
COVID-19 period. There were 45 facilities identified to the end of May 2020 in Scotland, which is an increase of 7 from April.

Certification

3.5 [redacted] updated the group on the number of certificates of design (structure and energy schemes) which reduced 10% in May, compared to April 2020. Construction certificates dropped 50% in May compared to April. This is not unexpected, given current SG guidance on lockdown.

Remote Inspections and trials

3.6 [redacted] summarised progress with trials being planned between verifiers and industry via the Digital Transformation Task Group lead, James Whiteford. Work has already been progressed to ensure all verifiers have updated their site inspection protocols to incorporate guidance on remote verification inspections. DM confirmed that work was already underway on a project trial with West Dunbartonshire Council.

3.7 [redacted] also emphasised to all stakeholders that remote verification has been adopted by all verifiers and options for this can be discussed directly with the Local Authority.

3.8 [redacted] highlighted a key piece of work of the trials is to compare remote inspection to physical inspection to compare results and inform any best practice.

SME Loans

3.9 [redacted] updated the group that seven loan applications from SME’s (27 total) had been submitted since last week to a value of £12m. It is a £100m fund and so there is still a large sum available. So far two applications had been approved and one had been rejected, the remainder are being processed. The majority of SME applicants have been based around central belt area, predominately in main cities.

4. Updates from members

Commercial sites – key sites list

4.1 DM updated group on 15 large sites now added to the list of key sites. ACTION- DM to share commercial sites list with SM from LABSS

Housing sites

4.2 MBM updated the group on progress with a follow up survey of members currently being reviewed by the Homes for Scotland Board. NB clarified that the list of forecasted completions had been broken down by tenure mix i.e. private and affordable to allow prioritisation of work. ACTION – MBM to share list of housing sites with SM from LABSS once approved by the HfS board
Safe operating procedures guidance

4.3 DF briefed to the group on the work ongoing for site preparedness and also supporting RF with collecting headline information as evidence of progress with Phase 1 preparation.

4.4 RF confirmed that he was receiving a good response to calls for evidence to showcase the good practices being adopted. RF also updated the group on the site visits to a range of sites/projects planned over coming weeks by Kevin Stewart MSP, Health Protection Scotland, Scottish Future’s Trust and Unite. RF thanked all those who had been helping disseminate information.

4.5 CP clarified that the site visits were for observational purposes only and not to be interpreted as an official audit or sign off process.

4.6 RF also updated the group on the key message that the inclusion of PPE in the safe operating procedures was providing a more precautionary approach for Scotland than had been recommended by HSE and had additional control measures than the guidance developed for England. RF clarified that administrative control measures would be used in addition to PPE where necessary e.g. task redesign, permits, cohort groups, time limits etc.

4.7 RF highlighted the reference to PPE supply shortages for NHS and healthcare workers and stated that the construction industry would not progress with tasks which require PPE use (where there is no other option) during a supply shortage.

LABSS update

4.8 SM confirmed that LABSS members were focussing on gearing up for recovery. Requests were coming in already for inspections, although these were being added to ‘holding lists’ for the time being. SM raised the issue of contractors being unaware of remote verification protocols and agreed further work is required to promote the guidance and educate stakeholders.

5. Adaptations to buildings

5.1 [redacted] stated a summary of literature review will be shared with a draft advice note on awareness of building regulations with LABSS/RIAS ACTION – [redacted] to share summary paper on adaptation guidance

5.2 [redacted] emphasised need for building owners to risk assess and it was useful to see that SG sectoral guidance includes a checklist sheet that covers the hazards and actions that are core to such assessments. This has an operational focus, so not a strong lean towards physical changes to buildings. Issues such as ventilation were flagged, albeit briefly.

5.3 [redacted] confirmed that ventilation had been addressed by guidance from organisations such as CIBSE, BEAS and REHVA, ensuring sufficient fresh air ventilation and minimising or avoiding recirculation of air. The BESA guide at three pages is a good example of how to summarise HVAC elements.
5.4 [redacted] requested BSD/LABSS consider a FAQ page on issues raised with LAs around COVID adaption and building regulations, to cover themes that emerge as a resource **ACTION** – [redacted] to develop FAQ’s around adaptation guidance, with input from LABSS

5.5 PD noted BSI document more useful that UK/HSE guidance with mention of ‘hard adaptation’ issues. RIAS are seeing commissions to change how spaces are used. Concluded that guidance is not new to professionals, but it may be useful signposting for non-professionals in different sectors who need to adapt their spaces. Ongoing work within Education being dealt with internally by Building Standards departments.

5.6 SM confirmed that there was a lot of background work ongoing and verifiers continue to input into pre-application discussions. SM also referenced some useful information coming from the insurance sector on adaptations e.g. Zurich and Axa.


6.1 SG provided an update on the recent review of all guidance issued and the view was that all guidance in effect is still fit for purpose and relevant. Guidance will only remain in place if it is required and the position will continue to be monitored and guidance refreshed when required. Further clarity may be required for verifiers and industry on how guidance can be incorporated into working practices.

6.2 SG confirmed that guidance on adaptions is due to be shared next week.

7. **Certification – promotion of role in recovery phase**

7.1 [redacted] confirmed that certification review guidance for scheme providers was still current and would be monitored.

7.2 [redacted] updated the group on meeting yesterday to discuss promoting certification. A number of actions are being taken forward to publicise benefits via social media, animations, webinars. Ministerial submission being drafted on actions required to promote certification.

7.3 RJ added that promotional events to highlight certification benefits were planned for a few weeks’ time and that stakeholders would be invited.

8. **Update on programme for Sprinklers and Energy Standards (2021 changes)**

8.1 [redacted] advised that a submission had been sent to Minister on Sections 2 and 6 with a follow up call arranged for Tuesday. Discussion will involve timetabling and the need to consider how change can be managed as part of recovery.

8.2 [redacted] updated the group on Working Group for energy looking forward to 2024 and decarbonisation of heat, and a Section 6 Working Group was also planned.
8.3 [redacted] noted that England has now published fire safety changes on sprinklers and signage for November, so would not anticipate work in this area to change timetable, within this Parliamentary term.

9. AOB/ Next Meeting

9.1 There were no other items of business. A note of the meeting will be issued no later than Tuesday and BSD will organise the next meeting to take place in the latter half of next week. Suggestions for inclusion on the next agenda were requested.

Building Standards Division
5 June 2020
1 May 2020

Dear Nicola

Thank you for your letter of 23 April and email dated 28 April. I am replying to them formally, though you will know that the issues you raise have been the subject of a number of conversations with officials and myself.

Firstly, I want to make clear that I fully recognise the strength of feeling amongst your membership regarding the seriousness of the current situation. I also understand the difficult line you tread seeking to represent your members’ views whilst also continuing to work constructively with the Scottish Government to ensure that everything possible is done to help them, and others affected by this crisis.

Despite the daily pressures you face (and I was saddened to hear that your organisation has had to make some tough staffing decisions recently) I want to say to you and your membership that I believe Homes for Scotland is making a very significant and welcome contribution to the management of this crisis on behalf of the housebuilding sector. Your close and constructive engagement with the Scottish Government has been influential in the steps we have taken to improve UK and SG business support schemes and valuable in informing the essential thinking and planning ahead of restart and recovery.

I know that the question that has dominated discussions is ‘when will sites re-open?’ and also ‘why is Scotland’s policy for construction sites different to that of England?’ I have explained that whilst I fully understand and listen to the frustration of those asking these questions, the answer is that this is the advice of our medical and scientific advisers. Whilst there is a difference between Scotland and England in respect of construction sites, the position across the Scottish economy is consistent with only essential activities continuing.

I have heard some of your members and trade union representatives endorsing this science led approach in order to save lives and I am aware that many staff and members of the public recognise the need to ensure that any relaxation of restrictions does not risk a second

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See [www.lobbying.scot](http://www.lobbying.scot)
wave of the outbreak. I hope that we can continue with our constructive engagement so that, with the expertise of your members, we can be well-prepared for the eventual re-opening of sites under safe operating procedures.

Thank you too for sending the SOPs for the ‘retail’ activities of your industry – these will form a useful augmentation to the wider SOPs under development. I have shared your submission with Fiona Hyslop, Cabinet Secretary for Economy, Fair Work and Culture and Michael Matheson, Cabinet Secretary for Transport, Infrastructure and Connectivity and relevant officials and would re-assure you that we will consider these proposals thoroughly as we move forward.

We will continue to review these matters in the Restart Group and in our ongoing engagement.

Kind regards

KEVIN STEWART
Thanks: [redacted], we will get it circulated to members today.

Regards
Fionna

Fionna Kell  
Director of Policy  
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW  
Tel: : [redacted]  
Mob: : [redacted]  
Email: f.kell@homesforscotland.com  
Twitter: @HFSFionna  
Website: www.homesforscotland.com

Please note my hours of work are Tuesday to Friday 8.30 – 5.00

Homes for Scotland’s strategy sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: To deliver more homes for Scotland.

Click here to access the strategy document.

Good Morning

Following on from discussions that Ministers and officials have been having with construction sector representative bodies around possible routes for government support to house builders at this time, please find attached contact details for our More Homes Division area teams should you or any of your member organisations wish to discuss potential sales of land or homes (partially completed or completed) to local authorities or Registered Social Landlords (RSLs). I’ve also attached an excel spreadsheet indicating the type of information which would be useful for you to
submit for consideration. I would be grateful if you could circulate this email and attachments to your member organisations.

Our five area teams cover all 32 local authority areas and can take forward discussions with local strategic partners to establish whether these opportunities are in the right place and of the right type to be considered a priority for Affordable Housing Supply Programme (AHSP) investment. There is no fixed price ceiling on what can be funded but by its very nature the AHSP funds affordable homes and value for money would be a key consideration. Our 2018/19 out-turn report includes the table below with information on average costs per home and will give you a broad indication of cost parameters although these will vary depending on the size and location of the homes.

As a guide, the following table details the average total cost per home for the 2018/19 programme. These are the actual costs relating to the delivery of the projects within the AHSP programme in that particular year, calculated at tender approval stage for projects undertaken by housing associations (RSLs) and councils (CHB). This has been extracted from our 2018/19 out-turn report (table 9). These figures include new build, new build off the shelf, rehab and open market purchases. These are averages and are over a year old and so are not fixed parameters for consideration but can be used as a guide.

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Average Total Cost £</th>
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<tbody>
<tr>
<td>RSL Social Rent</td>
<td>150,293.05</td>
</tr>
<tr>
<td>RSL shared equity</td>
<td>166,492.40</td>
</tr>
<tr>
<td>CHB Social Rent</td>
<td>140,118.82</td>
</tr>
<tr>
<td>CHB Shared Equity</td>
<td>133,145.74</td>
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</tbody>
</table>

Should you wish to offer opportunities for consideration please contact the relevant area team manager by email including the details as outlined in the Excel spreadsheet. They will endeavour to respond to your enquiry within 7 working days indicating if the opportunity is of interest in pursuing. More information on the Affordable Housing Supply Programme can be found online.

I hope you find this information useful and if you have any general queries please feel free to contact me.

Regards

[redacted]

[redacted] / AHSP Programme Manager / More Homes Division / Scottish Government / [redacted]

My regular working week is Monday – Thursday and on Fridays (am)
More Homes Division is endeavouring to operate as close to normal as possible at this time. Staff are working remotely during the COVID-19 restrictions. I can be contacted via e-mail and also via mobile phone on the number above.

[redacted] / AHSP Programme Manager / More Homes Division / Scottish Government / [redacted]

My regular working week is Monday – Thursday and on Fridays I work from home (am)

More Homes Division is endeavouring to operate as close to normal as possible at this time. Staff are working remotely during the COVID-19 restrictions. I can be contacted via e-mail and also via mobile phone on the number above.
Affordable Housing Supply Programme (AHSP)
Contact Information for House Builders

The AHSP is able to fund acquisitions of land and off the shelf new build opportunities where it makes strategic sense for local authority and RSL partners and where there are available resources. Any opportunities will be discussed with local authority partners, given their role as the strategic housing authority, and given current circumstances we are providing temporary contact details for our network of area teams to allow any enquiries to be collated and appropriately routed.

Contact Arrangements for Off the Shelf Proposals – until end June 2020

[redacted]
Area Team Manager
Highlands, Islands and Moray
(Highland, Moray, Western Isles, Orkney, Shetland)

[redacted]
Area Team Manager
North & East
(Aberdeen, Aberdeenshire, Angus, Dundee, Perth & Kinross, Falkirk, Stirling, Clackmannanshire)

[redacted]
Area Team Manager
South East
(Fife, West Lothian, East Lothian, Midlothian, City of Edinburgh, Scottish Borders)

[redacted]
Area Team Manager
Glasgow & Clyde
(City of Glasgow, East Renfrewshire, Renfrewshire, East Dunbartonshire, West Dunbartonshire, Inverclyde, Argyll & Bute)

[redacted]
Area Team Manager
South & West
(North Lanarkshire, South Lanarkshire, North Ayrshire, East Ayrshire, South Ayrshire, Dumfries & Galloway)
<table>
<thead>
<tr>
<th>Date of Contact</th>
<th>Housebuilder/developer</th>
<th>LA Area</th>
<th>Location</th>
<th>No. of homes</th>
<th>Type</th>
<th>Stage of Completion</th>
<th>Purchase Value</th>
<th>Any other info</th>
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From: Nicola Barclay <N.Barclay@homesforscotland.com>
Sent: 04 May 2020 12:11
To: [redacted]
Cc: [redacted]
Subject: RE: List of essential construction work

[redacted]
Thanks – I know [redacted] has already been in touch with [redacted].
Would it be best if [redacted] wrote to the Minister to get a definitive answer on this?
Nicola

From: [redacted]
Sent: 04 May 2020 12:03
To: Nicola Barclay <N.Barclay@homesforscotland.com>
Cc: [redacted]
Subject: RE: List of essential construction work

Nicola

I have copied in my colleague [redacted], who I know is aware of this issue.

[redacted]

[redacted]/ Head of Industrial Sectors | Manufacturing & Industries Division | The Scottish Government
3rd Floor, Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU | t: [redacted]

From: Nicola Barclay <N.Barclay@homesforscotland.com>
Sent: 04 May 2020 11:40
To: [redacted]
Cc: [redacted]
Subject: List of essential construction work

[redacted]
I hope you can help.

You may be aware that a development at Glasgow Harbour has been identified as having ACM cladding on it. This was the cladding identified at Grenfell. The builder, Taylor Wimpey has agreed that they will rectify the issue, at their own cost. However, given the lockdown and the message for all non-essential work to stop, they have not commenced.

Can you confirm to [redacted], copied in, (MD at Taylor Wimpey) if these works would be considered essential, as per the guidance.
I have highlighted the extract, below, that I believe would cover this off, but I know they want to comply with Scottish Government advice on this. I would suggest that mitigating a potential fire risk should be considered essential, but need you to confirm.

1.1.1 Essential and time-critical maintenance and repairs
Projects, in addition to those specified above, that ensure key critical facilities continue to function safely, and maintain essential levels of utility for their users are also considered essential in this context.
Where projects can be safely concluded at a later point they should be.
Essential projects include:

- operation and essential maintenance of elements of national public, private and business infrastructure which are essential for the containment and treatment of the virus and the distribution of food, essential supplies, utilities and communications to households
- the essential repair or maintenance or operation of critical infrastructure including: energy (electricity and gas) generation, transmission (including distribution) and supply; water treatment and networks; and telecom/broadband networks. These works will be required to ensure near-term network security
- the essential repair, maintenance, operation or decommissioning of oil and gas critical infrastructure (including supply chain services as required for these activities) for safe exploration, appraisal and production to ensure long term energy resilience and security of supply.
- the essential maintenance of facilities being used to deliver essential services or manufacture and deliver essential goods
- the essential maintenance and repair (but not improvement) of buildings including private homes and commercial properties. Routine maintenance should be deferred.

However, any such project can only continue operating if it can comply with the guidance on the safety and welfare of the workforce and the public.

Should you require any further information, I am sure that [redacted] will be happy to help.

Kind regards

Nicola Barclay
Chief Executive

Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW
Tel: [redacted]
Mob: [redacted]
Email: n.barclay@homesforscotland.com
Website: www.homesforscotland.com

Homes for Scotland’s strategy sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: To deliver more homes for Scotland.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com
From: Fionna Kell <F.Kell@homesforscotland.com>
Sent: 07 May 2020 08:39
To: [redacted]; Jennifer Kennedy <J.Kennedy@homesforscotland.com>
Cc: Nicola Barclay <N.Barclay@homesforscotland.com>
Subject: RE: Homes for Scotland quote

[redacted]

We can get this directly out to members as soon as it is public, just let us know when you get clearance.

Regards
Fionna

Fionna Kell
Director of Policy
Homes for Scotland
5 New Mart Place, Edinburgh, EH14 1RW
Tel: [redacted]
Mob: [redacted]
Email: f.kell@homesforscotland.com
Twitter: @HFSFionna
Website: www.homesforscotland.com

Please note my hours of work are Tuesday to Friday 8.30 – 5.00

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Click here to access the strategy document.

From: [redacted]
Sent: 06 May 2020 18:20
To: Jennifer Kennedy <J.Kennedy@homesforscotland.com>
Cc: Nicola Barclay <N.Barclay@homesforscotland.com>; Fionna Kell <F.Kell@homesforscotland.com>
Subject: RE: Homes for Scotland quote

Thanks all for turning this round so quickly. I’ll pass it to comms now.

Thanks,

[redacted]
MORE HOMES DIVISION IS ENDEAVOURING TO OPERATE AS CLOSE TO NORMAL AS POSSIBLE IN THE PRESENT CLIMATE BUT, IN LINE WITH GOVERNMENT GUIDELINES, STAFF WILL BE WORKING REMOTELY FOR AN UNKNOWN PERIOD OF TIME. I AM BEST CONTACTED VIA EMAIL BUT ALSO AVAILABLE VIA MOBILE PHONE [redacted].

**FINANCIAL INNOVATION UNIT**

From: Jennifer Kennedy <J.Kennedy@homesforscotland.com>
Sent: 06 May 2020 18:17
To: [redacted]
Cc: Nicola Barclay <N.Barclay@homesforscotland.com>; Fionna Kell <F.Kell@homesforscotland.com>
Subject: Homes for Scotland quote

Hi [redacted]

As per our discussion earlier this afternoon, please see the below supporting quote. Please come back with any issues.

Homes for Scotland Chief Executive Nicola Barclay said:

"With the number of active SME home building companies having fallen by 40% between 2008 and 2018 as a result of the financial crisis, we must not let that happen again as an unintended consequence of this public health emergency. This welcome short-term intervention will offer a lifeline for many smaller home builders who play a major role in their local areas in terms of meeting more rural housing need, investment, employment and sustainability. Of course, their longer-term survival depends on a safe phased return to work and we continue our close engagement with the Scottish Government on how this can be achieved as soon as possible”.

Kind regards
Jennifer

Jennifer Kennedy
Head of Public Affairs
Homes for Scotland

5 New Mart Place, Edinburgh, EH14 1RW
Tel: [redacted]
Mob: [redacted]
Email: J.Kennedy@homesforscotland.com
Website: www.homesforscotland.com

(Please note my working pattern is Mon/Tues 9am – 3pm, Wed 9am – 4pm and Thurs/Fri 9am – 4.30pm)
Homes for Scotland’s strategy sets out the direction and prioritisation of objectives for our organisation for the period from 2018 – 2023. Our wish is that everyone with an interest in increasing housing supply can unify around our primary purpose: **To deliver more homes for Scotland.**