

**Building Standards Hub Pilot  
Fire Engineering Expert Hub Working Group – third meeting.  
Monday 4 September 2023  
14:00 – 16:00**

**Attendees**

Alan McAulay, Building Standards Hub Pilot (Chair)  
John Paul Breslin, Stirling Council (LABSS)  
Alison Scott, Scottish Fire and Rescue Service  
Hugh McNamara, ARUP (IFE Scottish Branch)  
William Connolly, NHS Scotland  
Scott Thomson, University of Glasgow  
Angus Law, University of Edinburgh  
Iain McLaren, RICS  
Raymond Barlow, Glasgow City Council (LABSS)  
Peter Drummond, RIAS  
Benny Rooney, Building Standards Division, Scottish Government

**Apologies**

Stephen Garvin, Building Standards Division, Scottish Government  
Colin Hird, Building Standards Division, Scottish Government  
Stuart Russell, NHS Scotland

**1. Welcome**

The Chair welcomed everyone to the third meeting of this working group.

The Chair also welcomed Iain McLaren to the working group as the representative from RICS.

The focus for this meeting was outlined, this being to discuss the amended 'purpose' paper and the explanatory flowchart.

In advance of the main agenda items, the Chair provided a general update on the current position with the wider Building Standards Hub pilot programme.

**2. Minutes of previous meeting and matters arising**

No comments were raised on the draft note of the second meeting of the group. This note has now been published on the [LABSS website](#).

Matters arising:

Minutes from the first meeting and the final TOR for the working group have now been published, see link noted above.

An updated purpose paper has been prepared, and a flowchart/explanatory diagram created to support the purpose paper and relevant discussions.

### **3. Roles and responsibilities of actors (refer to flowchart)**

The chair provided an overview of the flowchart document and its intended purpose, which is to provide context to the relationship between the Fire Engineering Expert Hub (FEH) and the wider Building Standards Hub (BSH) and to clarify the structure of the FEH and outline its relevant participants and stakeholders.

Feedback to the flowchart was noted from the group, an updated document will be prepared for the next meeting. **(Action – AMCA)**

### **4. Discussion and agreement on updated paper - Purpose of the fire engineering expert hub (FEWG/03/001).**

A comprehensive review of the purpose paper was undertaken. All comments will be considered in the preparation of an updated paper for agreement at the next meeting of the group. The updated paper will include an explanation of changes made. **(Action – AMCA)**

Further actions resulting from these discussions are noted below. **(Actions – AMCA)**

- Role of gatekeeper to be defined.
- Create outline processes for verifier engagement with FEH
- Seek feedback from CROSS on liability considerations when liaising with subject matter experts.

### **5. Any other business**

The question of liability of FEH participants and the BSH itself was raised.

To inform further discussion at the next meeting, each working group member is requested to outline, from their individual organisational perspective, the liability implications arising from participation within the FEH through the provision of advice to the verifier, or confirmation that involvement will not bring any additional liability. **(Action – REPS)**

### **6. Proposed date and topics for next meeting**



The next meeting is confirmed for Thursday 16 November 2023 at 10am. The meeting will focus on the agreement of the draft final 'purpose' document and 'relationships flowchart' and further consideration of liability.