Competency Working Group

Minutes of meeting No.:   **37**

Held at: **CQI HQ**

Date: **Wednesday 18th January 2017**

Attendees:

Neil Mellor	Kier	Chair
Tony Hoyle	Independent	Lead Author – CQK
David Myers	LHR Airports Ltd	
Karen McDonald	Skanska	
Mike Buss	Taylor Woodrow	
Andy Baker	Consultant	

Apologies:

Keith Hamlyn	Circle Green	
Louise Jones	WSP / PB	Lead Author – CQK

Circulation:

Alex Carter	Gatwick Airport
Andrew Hopper	Skanska
Andrew Ward	Network Rail
Berni Daplyn	VVB Engineering
Charlotte Broady	BSi
Chris Little	Crossrail
David Anderson	BAM Nuttall
Denis Leonard	Graham Construction
Elvin Box	Mace
Eric Loh	Murphy Group
Geoff Bull	Kier
Helen Ball	Independent
Howard Tinkler	Carillion
Ian Mills	Balfour Beatty
Jason Sharp	Carillion
Jeff Morris	Independent
John Chipman	Costain
John Stokes	Interserve
Jon Adshead	Mace
Jon Elliot	Crossrail
Karen Young	Thames Tideway
Lau Vlaar	Colas
Mark McNamara	Murphy Group
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Paul Inglesias	Morgan Sindall
Peter Carroll	BCU
Richard Fitchett	Arup
Richard Strugnall	HS2
Tonie Davey	Grandis Consulting
Tony Blanch	Costain

Information Only

Malcolm Gilks	Gilks Consulting	Chair – ConSIG Steering Group
Ben Victory	Byrne Bros	Secretary – ConSIG Steering Group
Dan Keeling	DanKeel Associates	Chair – Cost of Quality WG
Adam Risbridger	CQI	
Vince Desmond	CQI	
Mike Kemp	Crossrail	
Tom Barton	Get It Right	
Ian Mitchell	Network Rail	
Adrian Morrey	NG Bailey	
Dave Richardson	Volker Fitzpatrick	
Steve Symonds	Kier	
Emer Murnaghan	Graham Construction	

Minutes taken by Neil Mellor

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Item	Details	Action by
	## Call to order / opening remarks	
	The chair reminded everybody that due to anti-competition law there should be no discussion of individual company strategy or of bidding or potential bidding of contracts or related subject.	
	Meeting Notes #36 Erratum. PI wishes it to be made clear that he still wishes to help the ConSIG with the Website but feels that he can no longer take a leading role on the Steering Group therefore the SG will be looking for another member to head this activity.	
1.0	## Governance	
	The CQK acceptance process was discussed and comments have been now been received. The process is being updated and it was proposed to issue the final process as part of the minutes. Proposed modifications to the ISO comment sheet to make it suitable for use by this group have now been submitted and the chair agreed to send out the modified comment sheet with the meeting minutes. Although the original is in Word it was agreed that the CWG version would be in Excel as this allows for better handling and filtering of multiple comments.	
1.0.01	**Action** : Prepare and append updated process and form to minutes	NM/MB
2.0	## Information Sharing	
	Internal (Working Group) (www.thecqi-consig.org) The steering group is meeting to discuss holding a stakeholder engagement event in the very near future. See also the opening remarks and the steering group communications sections for further details. **Crossrail** (www.learninglegacy.crossrail.co.uk) Crossrail plan the release of the next series of reviews in March 2017.- There has been a request to review the lessons learnt paper sent out but only to one members – NM to send email to remind them that we are willing to review their papers. **Get It Right Group** (www.getitright.uk.com) The inaugural meeting of Get it Right Initiative Ltd took place on the 16th December. The governance of the group was discussed and it was reported that the formation of the group as a company in order to further its aims was underway. NM attended in the role of CQI observer and will update this group as actions proceed. DM suggested that LHR Airports might be interested and the Chair agreed to pass this interest onto Get It Right **CQI Blog – No Change** The CQI have put their blog on hold while they work on the website. It is suggested that the ConSIG carry on with their own blog and members are invited to submit pieces to the chair for consideration. The pieces should be interesting, easy to read and thought provoking with a wordcount between 400-800 words. **ASQ – New Item** Denis Leonard from Graham has introduced this group to the ASQ thought contact Brian Palmquist. They are preparing a body of Knowledge and there may be opportunities to share that knowledge. This will be followed up further in the new year.	
2.0.01	**Action** : Contact Crossrail Learning Legacy to remind them that we are keen to review their papers.	NM
2.0.02	**Action** : Pass Contact details for Heathrow to Get It Right	NM
3.0	## Steering Group Communications	
	The steering group still intend to hold an engagement session but this has been postponed until after the first steering group meeting of the year where this will be discussed.	

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4.0	## Body of Construction Quality Knowledge (CQK) – Contents There has been no material progress this period so the current status is. **Foundations (Neil Mellor) – For Author Update** NM reported that he planned to update in time for the next meeting and will resubmit to LJ for final review. **Change Control (Keith Hamlyn) – For Author update** The comment schedules have been sent back to the author 14/7. **Building Completion (Andrew Baker) – Under Amendment** AB reported that the update is nearly complete and will be resubmitted to LJ for final review on the 23 February. **CE Marking (Charlotte Broady) – For Review** CB reported that she now has the information she requires to enable the author to expand the CE marking piece already submitted and will contact the chair if further info is needed. **CDM (Mike Short) – For Author update** The comment schedules have been sent back to the author 14/7. **Lifts and Escalators (Adam Rumens) – Status Update** A group member is in contact with Adam and reports that this should be available for review shortly. It was agreed tha the target for the meeting on the 23rd should be to review completion and foundations.	
41.0	## Author Briefing & Communications TH reported that the CQI have now issued a House style and that the web appearance of the rticles is now to be of four elements. 1. Photo 2. Short author bio (Say 3-4 lines) 3. Gist – Roughly 1 – 2 Paragraphs explaining what the article is and why it is important. 4. The Article. It was suggested that the author guidance is updated and resent to the authors.	
42.0	## Review of CQK Web Content TH has now received the CQI style book and will be reviewing the contents. The latest meeting minutes are now being published on the ConSIG webpages, The group is looking for more people to be trained to edit the website and anyone who is interested should discuss this with the chair.	-
5.0	## Construction Quality Training	
51.0	## Workstream – Construction Quality Manager Competency The ConSIg currently has only 1/3rd of its membership chartered and it was proposed that the aim of this particular workstream should be supporting the remaining 2/3rds in getting to chartered status. A number of possible options were discussed - Training Courses - Construction "Plug-Ins" - Mentoring - Webinars - Seminars - Branch Events It was felt that the group first needs to understand the CQI view on how the SIg could best support this activity as well as a bit more clarity on the proposed interview stage for chartership. The chair agreed to discuss this with the CQI and provide feedback for the next meeting.	
51.01	**Action** : Discuss with CQI how CWG can support construction members in getting chartered	NM

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52.0	## Workstream – Construction Quality Awareness MB reported that the last working session was on the 2nd November and they are about 2/3rds complete on determining what the learning outcomes should be for the Manager course. MB will be arranging a meeting to progress and There will be a session at the next meeting on the 23rd Feb and if possible MB will arrange a meeting in the intervening time also.	
53.0	## Workstream – Tools Update (Construction Revamp) This workstream is also agreed to be low priority currently. However there is some interest particularly around the ITP workshop activity. It was suggested that it might be useful to consider an industry standard around what should be in an ITP in a similar manner that there is for quality plans (ISO 10005) The current wishlist of training topics for Construction Quality courses is appended below and remains open to addition. • Quality Leadership • 5 Why / Practical problem solving • Process Capability Studies • Basic FMEA • Change Management • ITP workshops. • Self Certification & Demonstration of Conformance • How to be audited (Understanding the audit process). This has been parked but interest was expressed in the ITP workshop. A suggestion regarding ITPs was that there needed to be an industry standard as to what should be in an ITP such as with ISO 10005 for quality plans.	
6.0	## Construction Quality Term Definition MB has put together some definitions around auditing and these are appended to the minutes for review at next meeting	
6.0.01	**Action** : Review Audit Definitions	All
7.0	## AOB A query was raised as to who was in control of the ConSIG linked in Sub site. This was requested to be raised to the steering group for discussion.	
7.0.01	**Action** : Raise issue of governance of the ConSIg website with Steering Group	NM
81.0	## Competence Working Group Dates The selection of working group dates was reviewed and it was agreed that for 2017 the meetings would be set at approximately 4 weekly intervals on a Wednesday. – Meeting dates until the 23rd February 2017 have been booked. New meetings from the 23rd are pending agreement with the CQI **Review Workshop** – Thursday 23rd February 2017 – 10:00-12:30 **CWG Meeting** - Wednesday 22nd March 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). **Review Workshop** – Wednesday 19th April 2017 – 10:00-12:30 (Tentative) **CWG Meeting** - Wednesday 17th May 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). (Tentative) **Review Workshop** – Wednesday 14th June 2017 – 10:00-12:30 (Tentative) **CWG Meeting** - Wednesday 12th July 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). (Tentative) **Review Workshop** – Wednesday 9th August 2017 – 10:00-12:30 (Tentative) **CWG Meeting** - Wednesday 13th September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). (Tentative) **Review Workshop** – Wednesday 11th October 2017 – 10:00-12:30 (Tentative) **CWG Meeting** - Wednesday 15th November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). (Tentative) **Review Workshop** – Wednesday 13th December 2017 – 10:00-12:30 (Tentative)	Contact : Neil Mellor
81.1	**Action** : NM to arrange new meeting dates, send outlook invites and append to minutes.	NM

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Item	Details	Action by
82.0	**ConSIG Steering Committee:** ConSIG Steering Committee; second Wednesday of every second month: - Wednesday 1st February 2017 at 13.00hrs - Wednesday 22nd March 2017 at 13.00hrs - Wednesday 17th May 2017 at 13.00hrs - Wednesday 12th July 2017 at 13.00hrs - Wednesday 13th September 2017 at 13.00hrs - Wednesday 15th November 2017 at 13.00hrs	Contact : Ben Azoula-Victory
83.0	**Cost of Quality WG** A questionnaire has been sent out and the results analysed and will be published in QW. The group is now looking at targeting some of the more common issues with a number of PhD projects.	Contact : Dan Keeling
9.0	**Action Register**	
12.11.2	Supply case studies for inclusion in BS 11000 document.	TB/KH
12.11.3	~~Provide link to ICW information (Planned to be available Early Spring) – TH arranging upload - Done~~	~~PG~~
17.51.2	Discuss any issues that the use of a "table of equivalencies" might cause with the CQI.	PG/NM
~~24.42.1~~	~~Write process map on how documents are approved. Done~~	~~LJ~~
27.7.2	Find contact with CECA so that we can propose a link up.	DA
28.41.2	Send authors 'contract' to KH.	LJ
29.4.0.2	Review and include Structural Steel Article from AH.	NM
30.4.0.3	Review possibility / desirability of publishing author's guidelines on the web.	NM/LJ
30.41.1	Send reminder to authors pointing them to the new positing on the CQI website and change the format requirements	LJ
31.4.0.3	~~Produce ISO 9001:2015 for Construction Briefing Document. Deleted Not In Scope~~	~~HB~~
31.41.1	Update the current offering on BS 11000 to meet the new article aspirations.	PG
31.42.2	Produce a formatting template so that future submissions can be easily fitted into the webpage.	TH
~~31.51.2~~	~~Discuss training proposals with the CQI~~	~~PG~~
32.42.2	Update webmap to show current situation	TH
32.42.3	Add in page on Training (2.6) and competency (2.7)	NM
~~33.4.0.1~~	~~Check Consig CWG Email – NM still trying to get login access~~	~~NM~~
33.41.2	Review options for writers forum page on ConSIG Website	TH
33.53.1	Get access to a copy of the new CQI proposal	NM
~~34.2.1~~	~~Review how meeting minutes can best be published on the ConSIG Webpages~~	~~NM/TH~~
~~34.52.1~~	~~Review and comment on the Draft Spreadsheet (Attached)~~	~~All~~
~~35.2.1~~	~~Discuss with CQI wordcount and governance for the Blog.~~	~~NM~~
~~35.2.2~~	~~Submit Proposals for blog pieces to Chair~~	~~All~~
35.41.1	Reformat the articles to meet the CQI Tone of Voice when this is issued. – CQI Guidelines now been issued	TH
35.41.2	Review and revise the authors guidelines.	LJ
~~35.41.3~~	~~Produce guidance on writing for an audience. (PMN : This is currently scheduled for QW Publication Q1 2017) – Done~~	~~NM~~
~~36.42.1~~	~~Send copies of the historical meeting minutes to TH for publication - Done~~	~~NM~~
35.42.2	~~Publish minutes on CQI ConSIG website - Done~~	~~TH~~
~~35.7.1~~	~~Upload Photo taken of working group in action. dome~~	~~TH~~
35.7.2	Review and relist working group members.	NM/TH
36.1.1	Update acceptance process from comments received.	MB
36.1.2	Update comment form from comments received.	NM
37.1.0.1	Prepare and append updated process and form to minutes	NM/MB

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37.2.0.1	Contact Crossrail Learning Legacy to remind them that we are keen to review their papers.	NM
37.2.0.2	Pass Contact details for Heathrow to Get It Right.	NM
37.51.1	Discuss with CQI how CWG can support construction members in getting chartered.	NM
37.6.0.1	Review Audit Definitions for Next Meeting	All
37.7.0.1	Raise issue of governance of the ConSIG website with Steering Group	NM
37.81.1	NM to arrange new meeting dates, send outlook invites and append to minutes.	NM