

Competency Working Group



Minutes of meeting No.: 43

Held at: Chartered Quality Institute, 2nd Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

Date: Wednesday 11th October, 2017

Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle	Independent	Deputy Chair -- CQK
Karen McDonald	Skanska	
Will Pitt	NG Bailey	
Eric Loh	Murphy Group	
Andy Baker	Consultant	
Berni Daplyn	VVB	(Conference Call)

Apologies: (Active members unable to attend)

Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
David Myers	LHR Airports Ltd	
Keith Hamlyn	Circle Green	
Gavin Avery	BAM	
Geoff Bull	Kier	
Jonny Montgomery	Shirley Parsons	
Richard Strugnell	HS2	
Howard Tinkler	Carillion	

(NOTE: An 'active' member is a person attending meetings and / or actively contributing to further the efforts of the ConSIG CWG.)

Circulation: (e.g. representatives of organisations with employees as active members of the ConSIG CWG who do not directly contribute to the ConSIG activities)

Jon Adshead	QI Director	Deputy Chair – Steering Committee
Jon Adshead	MACE	
David Anderson	BAM Nuttall Ltd	
Tony Blanch	Costain	
John Chipman	ATC System Wide	
Simon Ellis	Skanska	
Louise Jones	WSP	
Emma McNab	Taylor Woodrow	
Neil Mell	Independent	
Ian Mills	Balfour Beatty	
Adrian Morrey	NG Bailey	
John Stokes	Interserve Support Services	

Information Only: (e.g. minutes provided as information which may be pertinent to activities of other groups or organisations)

Malcolm Gilks	Gilks Consulting	Chair – ConSIG Steering Group
Dan Keeling	DanKeel Associates	Chair – Cost of Quality WG
Vince Desmond	CQI	
Tom Barton	Get It Right	

(NOTE: A request was made for those previously on the circulation and information only lists to confirm intended involvement with the ConSIG CWG and requirements to be kept informed of the ConSIG CWG activities. The 'Circulation' and 'Information Only' lists have been updated subsequent to the responses received.)

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Minutes taken by Mike Buss

Refer to CONSIG CWG Action Tracker for summary of actions and corresponding status.

Item	Details	Action by
	<p>Call to order / opening remarks</p> <p>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 subjects.</p>	
1.0	<p>Governance</p> <ul style="list-style-type: none"> a) NM continues the appointment as Steering Group secretary and current efforts will be focussed on Steering Group Activities. b) PG is continuing as Deputy Chair championing the Construction Quality Training workstreams. However, PG has previously advised ConSIG CWG that other commitments are increasing and that a replacement may be required in the near future. 	
1.1	<p>Strategy</p> <ul style="list-style-type: none"> a) MB has received a copy of the 5 year plan for the ConSIG Steering Committee. MB presented the plan during the meeting. It was agreed that the ConSIG CWG should develop a corresponding 1, 3 and 5 year plan. b) The Strategy Document Rev 1.0 has been signed by MB and formally issued. Sign off is required by the Steering Committee. Further to Steering Committee meeting 13/9/17, MB to resend information to the ConSig Steering Committee chair. Original signed strategy was send 24/7/17. Information resent to Malcolm Gilks 14/11/17. 	
1.2	<p>Membership</p> <ul style="list-style-type: none"> a) MB confirmed that the member charter has been updated to Rev 2.0. b) The CONSIG agreed that the Member Charter should be added to the CONSIG Linked In page. MB confirmed that the page has now been located and administration privileges provided to MB. MB to add Member Charter to linked in page. (POST MEETING NOTE: MB has reviewed page and proposes that thought is given to a suitable introduction etc. as the new ConSIG CWG chair prior to issuing charter.) The link for the ConSIG Linked In page is https://www.linkedin.com/groups/4698737 c) The CONSIG CWG has agreed that a review of the membership is required. It was agreed that a formal membership for the ConSIG CWG meeting may not be appropriate but that the distribution list may need to be reviewed. The CONSIG CWG were uncertain who is a member or who should be on the distribution list only. MB raised membership status during the steering Committee meeting 13/9/17. MB took an action to send an email to request confirmation from those currently on the distribution list to confirm whether or not there is a preference to remain on the list. MB sent the email 8/10/17. A list of 'Active Members' who actively partake in furthering the efforts of the ConSIG has been produced. Additionally, 'Circulation' and 'Information Only' distribution lists for issue of minutes (and other appropriate information relevant to the ConSIG activities) have been produced. 	
1.3	<p>Meetings</p> <ul style="list-style-type: none"> a) The CONSIG CWG meetings are to continue to be held on a monthly basis. b) MB has continued to investigate conference call facilities. Skype facilities were provided for the meeting 11/10/17. 1 No. member successfully attended by Skype. 	
2.0	<p>Steering Group Communications</p> <ul style="list-style-type: none"> a) The following is a summary of the minutes from the ConSIG Steering Committee Meeting: The meeting was not "A quorum" as there were insufficient attendees. However, the following summarises the items discussed relevant to the ConSIG CWG: <ul style="list-style-type: none"> i. The ConSIG have not been in a position to hold an event during 2017. A programme of events is planned to be held during 2018. ii. TH confirmed that he would be willing to undertake the role of website administrator. The ConSIG Steering Committee and working groups would be required to provide direction on the layout and content. MB confirmed that he has acquired some website addresses for the 	

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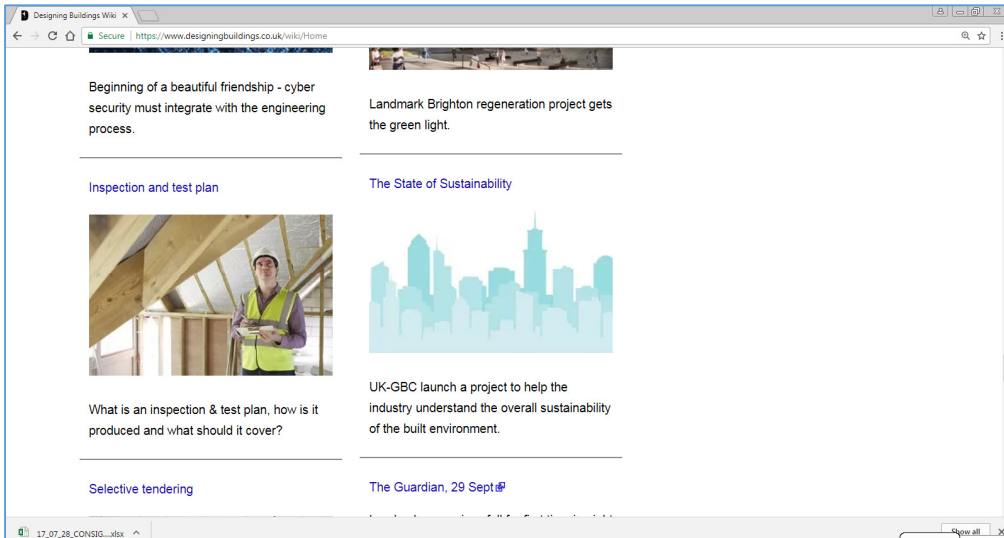
Item	Details	Action by
	<p>ConSIG. There are others which were checked and available. An agreement on the website name is to be reached.</p> <p>iii. MB confirmed to the Steering Committee that the MB has been advised the period for the ConSIG website hosting is due to end October 2017. The Steering Committee requested that MB investigate website hosts. MB affirmed that he has requested advice but has yet to receive a response.</p> <p>iv. MB has been advised to issue a communication to all those currently on the communication lists for the ConSIG CWG to determine whether or not it is their intention to continue involvement with the activities of the Group. (Refer to Item 1.2c)</p> <p>b) Further to Item 2a i) , KM confirmed that a STEM event is being arranged the week after World Quality Week (w/c 13/9/17) based on the topic of Big Data Analysis. KM to forward information as appropriate.</p> <p>c) Further to item 2a iii), MB confirmed that MB / TH are currently reviewing options regarding the website and will action further as appropriate.</p> <p>d) Further to Item 2a iv), TH confirmed that discussions are still ongoing with respect to the ConSIG logo.</p>	
3.0	<p>CONSIG CWG Website</p> <p>a) Refer to Item 2c: MB / TH are currently reviewing options regarding the ConSIG and ConSIG CWG website. An update is planned.</p> <p>b) TH will add most recent articles to ConSIG website. Articles are also to be added to the Designing Buildings Wiki Website.</p>	
4.0	<p>Workstream 1: Body of Construction Quality Knowledge (CQK)</p> <p>a) TH has obtained the latest list of articles for the BoCQK and updated the tracker to indicate the latest statuses as applicable. TH has amended the spreadsheet tracker as appropriate.</p> <p>b) Further to the presentation by Dr. Gregor Harvie (13/9/17), TH has updated the proposals for the Author's Guidelines. MB / TH to review proposal. POST MEETING NOTE: MB / TH reviewed guidelines. TH to update as appropriate ready for reissue. The principles of the articles are to be updated. For example: <ul style="list-style-type: none"> Articles are to be focussed on providing information useful to the construction industry (Refer to Item 4c) Articles are to be focussed on providing relevant information to all construction personnel (not just quality professionals) Articles may consist of a number of documents such as a 'general principles', a 'how to', and templates Articles will be written in a more 'encyclopaedic' format (similar to the Designing Buildings Wiki website) A 'ConSIG CWG' brand may be produced. </p> <p>c) A review of the articles for the ConSIG Body of Construction Quality Knowledge was undertaken. This includes a brainstorming session using post-it notes. These were displayed and categorised. It was agreed that a matrix structure relating the articles both to construction stage and relevant party may be more applicable. This is to be tabled for further review / discussion at the next ConSIG meeting 15/11/17. MB also provided a brief overview of the "Fit for purpose-Big data reveal the construction knowledge gap" report which has been produced by Designing Buildings Wiki following a comparison of data which is required by the construction industry vs what is produced. The report has concluded that there are some significant differences and a greater level of information is required to assist day to day construction management is required: https://www.designingbuildings.co.uk/wiki/Fit_for_purpose_-_Big_data_reveals_the_construction_knowledge_gap </p> <p>d) The agreed article review process has been simplified and is reaffirmed as follows: <ul style="list-style-type: none"> Author writes article Single reviewer to be nominated for each article </p>	

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	<ul style="list-style-type: none"> Following production of an article acceptable to both the author and the reviewer, the article is to be issued to MB who will issue out prior to ConSIG CWG meeting. Review of the article will then be included as an agenda item during the next ConSIG CWG meeting for final comments. Article to be updated as appropriate and reissued to MB who will forward for publication. <p>e) MB has published the following articles on the Designing Buildings Wiki website follow the presentation by Gregor Harvie 13/9/17:</p> <p>Inspection & Test Plan: https://www.designingbuildings.co.uk/wiki/Inspection_%26_Test_Plan</p> <p>How to Write an Inspection & Test Plan: https://www.designingbuildings.co.uk/wiki/How_to_Write_an_Inspection_%26_Test_Plan</p> <p>A link to an Excel template for an Inspection & Test Plan is also provided.</p> <p>Lifts and Escalators: A Quality Perspective https://www.designingbuildings.co.uk/wiki/Lifts_and_Escalators:_A_Quality_Perspective</p> <p>Designing Buildings Wiki have promoted the Inspection & Test Plan Article on the home page: https://www.designingbuildings.co.uk/wiki/Home</p>  <p>f) It was reaffirmed that an executive summary should be included within each article.</p> <p>g) MB reaffirmed that it is envisaged that the author's biography will not be included on the articles but a hyperlink article to the author's biography will be included at the end of the article.</p> <p>h) MB has received confirmed from Gregor Harvie that information pertaining to the number of persons accessing articles can be provided. MB to request information as appropriate.</p> <p>i) Articles 'Mobilisation to Site' and 'Building Completion' were reviewed. It was agreed that the articles will be published although updates may be required. TH to action.</p>	
5.0	<p>Workstream 2 – Construction Quality Awareness</p> <p>a) MB confirmed that the Supervisors Quality Awareness Course and a corresponding guidance document providing an overview of the principles relevant to the Quality Awareness Course has been issued to a number of senior managers within the Construction Industry for initial comment. Some comments have been received. MB confirmed that comments have been reviewed. MB to 'tidy up' the presentation of the feedback and issue a summary as appropriate. Feedback has included that there should be a greater emphasis on 'risk' within the Supervisors Quality Awareness Course. Other comments were received.</p> <p>b) WP offered to present to the ConSIG regarding some of the initiatives which have been undertaken by NG Bailey. It was agreed that this would be useful and that, in future, there is an aspiration that a period of time could be dedicated to the meeting for such presentations to assist with CPD. DM may also be able to present on the Heathrow Expansion project at a future date. WP was unable to present 11/10/17</p>	

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	<p>but could present 15/11/17. POST MEETING NOTE: WP to present to the both the ConSIG CWG and the ConSIG Steering Committee 15/11/17.</p> <p>c) Skanska expect to be able to facilitate a pilot supervisor's course. Timeframes are to be reviewed with relevant personnel from Skanska (Karen McDonald to champion).</p> <p>d) MB / KM met briefly with Adam Risbridger (CQI Business Development Manager) and Tayana Sana (CQI Programme Manager) to further review the concepts related to the Construction Quality Awareness Courses and the Supervisors course syllabus to determine how this may now best be moved forward. A follow up meeting was planned for 15/9/17. MB / KM met with Adam Ridsbriger and Tayana Sana 15/9/17. It was confirmed that although the CQI understand the aspirations and appreciate the benefits of the Construction Quality Awareness Courses this does not currently align with the CQI training framework. The CQI confirmed that approximately 30% of the course content for ConSIG aligns with that of the CQI. The CQI do, though, endorse the concept and further review by the CQI is required to determine how this will align with their training model. MB / KM confirmed feedback is waited from the CQI.</p> <p>POST MEETING NOTE: MB has spoken further with Adam Risbridger and Tayana Sana and received confirmation that the concept is to be discussed at a higher strategic level. MB awaits feedback.</p> <p>e) It has previously been agreed that the Supervisors Quality Awareness Course should be reviewed with a training provider. MB is has also made enquiries with the CQI regarding potential suitable training provider and has sent an initial communication to CITB although a response from CITB is still awaited.</p> <p>f) Thomas Telford was suggested as a possible training organisation who may be able to assist with respect to the Quality Awareness Courses.</p> <p>g) MB / KM confirmed that the next stage of development for courses will be focus on the managers course. KM is to review the CQI courses and determine how these may be aligned with the CQI awareness courses framework. MB / KM to meet to review.</p> <p>POST MEETING NOTE: MB has become aware of an initiative by GIRI for supervisors / managers quality training. There may be an opportunity to work collaboratively with GIRI with respect to this. This is to be discussed with the Steering Committee 15/11/17. KM / MB await appropriate direction prior to undertaking further action.</p>	
6.0	<p>Workstream 3 – Construction Quality Professionals</p> <p>a) The CONSIG CWG has agreed that the CQI should become active with respect to young people groups (e.g. Next Generation network and STEM). KM is championing involvement of ConSIG CWG. KM confirmed that an event is planned w/c 13/11/17 (refer to item 2b)</p>	
7.0	<p>AOB</p> <p>a) It was noted that Shirley Parsons have had previous involvement with the CONSIG CWG. MB to review (ongoing)</p> <p>b) It was noted that CIRIA (Construction Industry Research and Information Association) is another body with whom it may be worthwhile liaising. GA has confirmed that he does have contacts which he will pursue and suggested that CIRIA could work with projects on a collaborative basis. Update to be provided at meeting 15/11/17 subject to GA attendance.</p> <p>c) A review is to be carried out of other organisations with which the ConSIG should build relationships. MB has suggested to the Steering Committee that this should be a collective initiative for the ConSIG.</p> <p>d) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available.</p>	
8.0	<p>Other CONSIG Information</p>	
8.1	<p>Competence Working Group Dates</p> <p>Confirmed working group meetings are listed below. Meeting invites have been sent out.</p> <p>CWG Meeting - Wednesday 15th November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).</p> <p>CWG Meeting – Wednesday 13th December 2017 – 10:00-12:30</p>	<p>Contact : Mike Buss</p>

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8.2	ConSIG Steering Committee: ConSIG Steering Committee; second Wednesday of every second month: - Wednesday 15 th November 2017 at 13.00hrs	Contact : Neill Mellor
8.3	Cost of Quality WG No update provided.	Contact : Dan Keeling
9.0	Action Register	
	A separate 'action tracker' has been produced. This is a 'live' document which will be updated on a continual basis. 'Snapshots' of the document will be taken as appropriate and issued for information purposes as appropriate (e.g. as an attached to meeting minutes)	MB
10.0	Attachments: 1) CONSIG CWG Action Tracker 'snapshot' 14/11/17	