

Competency Working Group



Minutes of meeting No.: **44**

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

Date: **Wednesday 15th November, 2017**

Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle	Independent	Deputy Chair -- CQK
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Karen McDonald	Skanska	
Will Pitt	NG Bailey	
Keith Hamlyn	Circle Green	
David Myers	LHR Airports Ltd	
Howard Tinkler	Carillion	(Conference Call)

Apologies: (Active members unable to attend)

Andy Baker	Consultant
Gavin Avery	BAM
Geoff Bull	Kier
Jonny Montgomery	Shirley Parsons
Richard Strugnell	HS2
Berni Daplyn	VVB
Eric Loh	Murphy Group

(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	MACE	Deputy Chair – Steering Committee
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	

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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 requested the ConSIG CWG accept his resignation as Deputy Chair for the Construction Quality Training workstreams. KM was nominated and accepted the role of Deputy Chair championing the Construction Quality Training workstreams. 	
1.1	<p>Strategy</p> <ul style="list-style-type: none"> a) MB confirmed that a 1, 3 and 5 year plan for the ConSIG CWG is to be developed. This is likely a topic for discussion at the meeting scheduled for 13th December, 2017. b) The Strategy Document Rev 1.0 has been signed by MB and formally issued. The chair of the Steering Committee, Malcolm Gilks has confirmed acceptance of the strategy. 	
1.2	<p>Membership</p> <ul style="list-style-type: none"> a) 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 confirmed that the Member Charter will be added to linked in page. However, MB proposed that the page first be updated with a suitable introduction confirming MB as the new ConSIG CWG chair prior to issuing the charter. The proposal was agreed. The link for the ConSIG Linked In page is https://www.linkedin.com/groups/4698737 b) MB confirmed that a list of 'Active Members' who actively partake in furthering the efforts of the ConSIG has been finalised. 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) Conference call facilities are now being used for the ConSIG meetings. MB to also investigate using the camera function for future meetings. 	
2.0	<p>Steering Group Communications</p> <ul style="list-style-type: none"> a) MB confirmed the minutes for the Steering Group Meeting held 13th September, 2017, have been issued. MB to forward a copy of minutes to the ConSIG CWG. POST MEETING NOTE: The following is a summary of the relevant discussions from the ConSIG Steering Committee Meeting held 15th November, 2017: <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. Jon Adshead confirmed current intentions are to hold an event in March 2018. ii. TH is attending the ConSIG Steering Committee meetings undertaking the role of website administrator. iii. MB confirmed to the ConSIG Steering Committee that TH and MB are working towards update of the ConSIG website which will be given further attention during December 2017 and January 2018. TH confirmed that discussions are ongoing with respect to the ConSIG logo. Neil Mellor is to chase this issue. iv. The ConSIG Steering Committee discussed the initiatives currently being undertaken by various organisations across the Construction Industry to improve quality (CQI ConSIG, GIRI, CIOB etc.). It was agreed that a joined up approach is required. It was proposed that the ConSIG Steering Committee initiate a meeting which will bring together the relevant groups to discuss current initiatives and agree a collaborative approach which best suits the needs of 	

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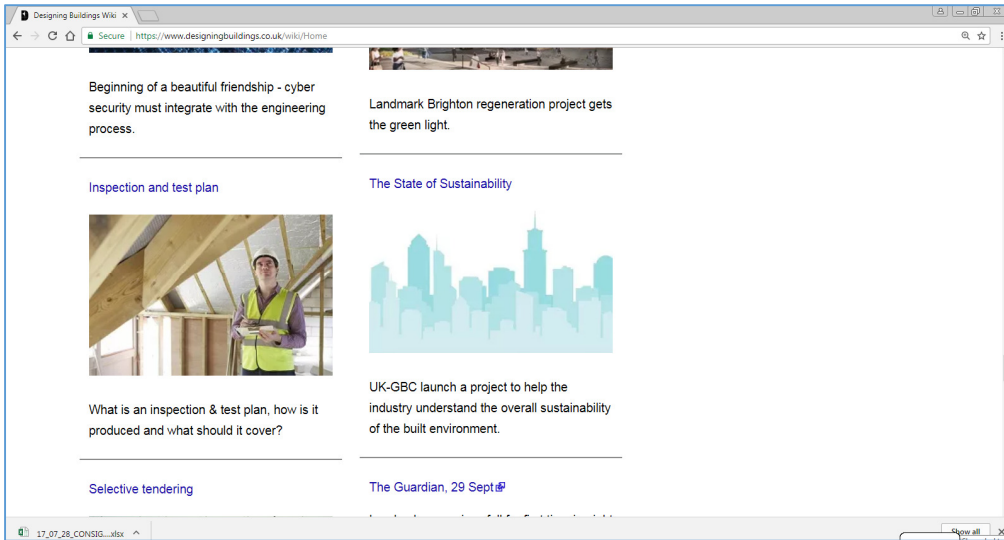
Item	Details	Action by
	<p>the Industry. It was proposed that a meeting be held 11th January, 2018, from 1pm at the CQI. Jon Adshead and MB subsequently drafted the narrative for an invitation which has been sent to ConSIG Steering Committee members for comment. Further discussion is planned at a meeting due to be held 13/12/17.</p> <p>v. It was agreed that the ConSIG should give consideration to World Quality Day 2018.</p> <p>vi. It was agreed that activities / initiatives from 2017 World Quality Day could be added to the ConSIG website.</p>	
3.0	<p>CONSIG CWG Website</p> <p>a) MB / TH are reviewing options regarding the ConSIG and ConSIG CWG website. An update is planned. MB confirmed that, due to other commitments, focus on this issue will be during December 2017 and January 2018.</p> <p>b) TH will add most recent articles to ConSIG website. Articles are also to be added to the Designing Buildings Wiki Website. MB to forward latest copies of articles to TH. This includes 'Mobilisation to Site' and 'Building Completion'.</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) MB / TH confirmed that the proposal for the updated Author's Guidelines has been reviewed and updated. MB presented the update guidelines. Minor amendments were suggested. TH to update to reflect comments and issue to authors. The following summarises the key aspects:</p> <ol style="list-style-type: none"> Articles are to be focussed on providing information useful to the construction industry 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) 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 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. It has been reaffirmed that an executive summary should be included within each article (refer to Item 4b). 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>c) A review of the articles for the ConSIG Body of Construction Quality Knowledge was not undertaken due to time constraints in the meeting. TH / MB to review the list of articles and propose a structure for review by the ConSIG CWG. This is further to the brainstorming session which was held 11/10/17.</p> <p>d) MB 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. This follows a comparison of data which is required by the construction industry (i.e read) 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: https://www.designingbuildings.co.uk/wiki/Fit_for_purpose_-_Big_data_reveals_the_construction_knowledge_gap</p> <p>e) MB confirmed articles have been published on the Designing Buildings Wiki website as follows: Inspection & Test Plan: https://www.designingbuildings.co.uk/wiki/Inspection_%26_Test_Plan</p>	

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	<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) MB has received confirmation from Designing Buildings Wiki of the number of occasions on which the ConSIG articles have been read. MB confirm the number of articles as follows (14/11/17):</p> <ul style="list-style-type: none"> • Inspection & Test Plan (added 13 September) 466 page views • How to Write an Inspection & Test Plan (added 13 September) 357 views • Lifts and Escalators: A Quality Perspective (added 22 September) 215 views 	
5.0	<p>Workstream 2 – Construction Quality Awareness</p> <p>a) MB confirmed that the Get It Right Initiative has applied for funding from the CITB for quality training. MB has been informed that the principles of the Construction Quality Awareness courses developed by the ConSIG CWG have been utilised as part of the bid. A proposal was therefore put forward that the Construction Quality Awareness Workstream be put 'on hold' awaiting confirmation regarding the outcome of the bid. The proposal was agreed.</p> <p>POST MEETING NOTE: MB has written an article (reviewed by KM) which has been published via the ConSIG website which outlines the purpose and proposals for the Quality Awareness courses:</p> <p>http://www.thecqi-consig.org/wp-content/uploads/2017/11/ConSIG_CWG_Quality-Awareness-Courses_Article_Rev-1.pdf</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 15/11/17.</p>	

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7.0	<p>Professional Development</p> <ul style="list-style-type: none"> a) WP presented to the ConSIG CWG regarding initiatives which have been undertaken by NG Bailey to improve quality management. This includes the use of the SnagR system. One key aspect of the presentation was how the cost of errors is considerably reduced if detected prior to commissioning and significantly reduced if detected prior to handover to the client. b) It was agreed that the presentation was useful and that, in future, meeting agendas may include similar presentations to assist with continuing professional development. 	
8.0	<p>AOB</p> <ul style="list-style-type: none"> a) It was noted that Shirley Parsons have had previous involvement with the CONSIG CWG. MB to review (ongoing) b) It has been previously noted that CIRIA (Construction Industry Research and Information Association) is another body with whom it may be worthwhile liaising. GA confirmed that the CIRIA Process & Technology Panel is due to meet 12/12/17. GA will provide feedback at the ConSIG CWG meeting 13/12/17. 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. d) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available. <p>POST MEETING NOTE: Further to items (d) and (e), MB has received feedback that it would be useful for the ConSIG to create a stakeholder map.</p> <ul style="list-style-type: none"> e) KM confirmed that a STEM event has been arranged to take place 15/11/17 on the topic of Big Data Analysis. KM to provide feedback at the next meeting 13/12/17. f) MB / TH noted a suggestion that shared folders be created on the Google Drive for members. MB / TH to review. 	
9.0	<p>Other CONSIG Information</p>	
9.1	<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 13th December 2017 – 10:00-12:00; 12:00 – 13:00: Festive Lunch; 13:00: Steering Group Meeting Afterwards).</p> <p>POST MEETING NOTE: The following are the proposed meeting dates for 2018 (WG: Working Group & SG: Steering Group):</p> <ul style="list-style-type: none"> 10 January 2018 - WG and SG Meetings 7 February 2018 – WG Only – SG by Teleconference 7 March 2018 - WG and SG Meetings 4 April 2018 – WG Only – SG by Teleconference 2 May 2018 - WG and SG Meetings 30 May 2018 – WG Only – SG by Teleconference 27 June 2018 - WG and SG Meetings 25 July 2018 – WG Only – SG by Teleconference 22 August 2018 - WG and SG Meetings 19 September 2018 – WG Only – SG by Teleconference 17 October 2018 - WG and SG Meetings 14 November 2018 – WG Only – SG by Teleconference 12 December 2018 - WG and SG Meetings 	<p>Contact : Mike Buss</p>

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9.2	ConSIG Steering Committee: ConSIG Steering Committee; second Wednesday of every second month: - Wednesday 15 th November 2017 at 13.00hrs	Contact : Neill Mellor
9.3	Cost of Quality WG No update provided.	Contact : Dan Keeling
10.0	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
11.0	Attachments: 1) CONSIG CWG Action Tracker 'snapshot' 12/12/17	