

Competency Working Group



Minutes of meeting No.: 45

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

Date: Wednesday 13th December, 2017

Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle	Independent	Deputy Chair -- CQK
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Karen McDonald	Skanska	
Keith Hamlyn	Circle Green	
Gavin Avery	BAM	
Kevin Rogers	Mott MacDonald	

Apologies: (Active members unable to attend)

Andy Baker	Consultant
Geoff Bull	Kier
Jonny Montgomery	Shirley Parsons
Richard Strugnell	HS2
Berni Daplyn	VVB
Eric Loh	Murphy Group
Will Pitt	NG Bailey
Howard Tinkler	Carillion
David Myers	LHR Airports Ltd

(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> <p>a) No issues raised</p>	
1.1	<p>Strategy</p> <p>a) MB presented a proposal for the 1, 3 and 5 year plan for the ConSIG CWG. A copy is attached. The plan was reviewed and agreed. The plan will focus on 2 No. workstreams:</p> <ol style="list-style-type: none"> Workstream 1: Construction Quality Knowhow (with Workstreams 6 and 7 as subsets) Workstream 3: Construction Quality Professional Training <p>b) The Strategy Document Rev 1.0 was reviewed within the meeting with respect to planned workstreams:</p> <ol style="list-style-type: none"> MB advised that the workstreams had been grouped as indicated on the 1,3, 5 year plan. MB advised that a CQI Competence Assessment Guide and Scoretool BETA Version has been issued for review. MB briefly presented the tool. It was agreed that this appears to align with the aspirations of Workstream 4 of the ConSIG Strategy Rev 1.0 "To develop, establish and implement a mechanism for competence assessment of construction quality personnel aligned with the CQI Competency Framework". MB to issue with meeting minutes for further review by ConSIG CWG. (attached) 	
1.2	<p>Membership</p> <p>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. MB confirmed current focus is on the website. The link for the ConSIG Linked In page is https://www.linkedin.com/groups/4698737</p> <p>b) MB confirmed no changes to the 'Active Members', 'Circulation', and 'Information Only' distribution lists. The action to review the membership of the ConSIG CWG is therefore closed</p>	
1.3	<p>Meetings</p> <p>a) MB confirmed that CONSIG CWG meetings are planned to be held on a four weekly basis aligned with the ConSIG Steering Committee meetings. The Steering Committee meetings are planned to be held face to face and by teleconference on an alternative basis. The ConSIG CWG agreed that meetings should continue face to face with the Skype option.</p> <p>b) Conference call facilities are now being used for the ConSIG meetings. MB to also investigate using the camera function for future meetings.</p>	
2.0	<p>Steering Group Communications</p> <p>a) MB confirmed the minutes for the Steering Group Meeting held 13th September, 2017, have been issued. MB has emailed copies of the minutes for the following meeting minutes to active ConSIG members:</p> <ol style="list-style-type: none"> 12th July 13th September, 2017 a copy of minutes to the ConSIG CWG. <p>b) Minutes from the Steering Committee held 15th November, 2017, are attached.</p> <p>c) POST MEETING NOTE: A Steering Committee meeting was planned to be held 13/12/17 from 13:00. There were insufficient numbers of attendees at the meeting for it to be Quorum and therefore the meeting was postponed until 10/1/18.</p>	

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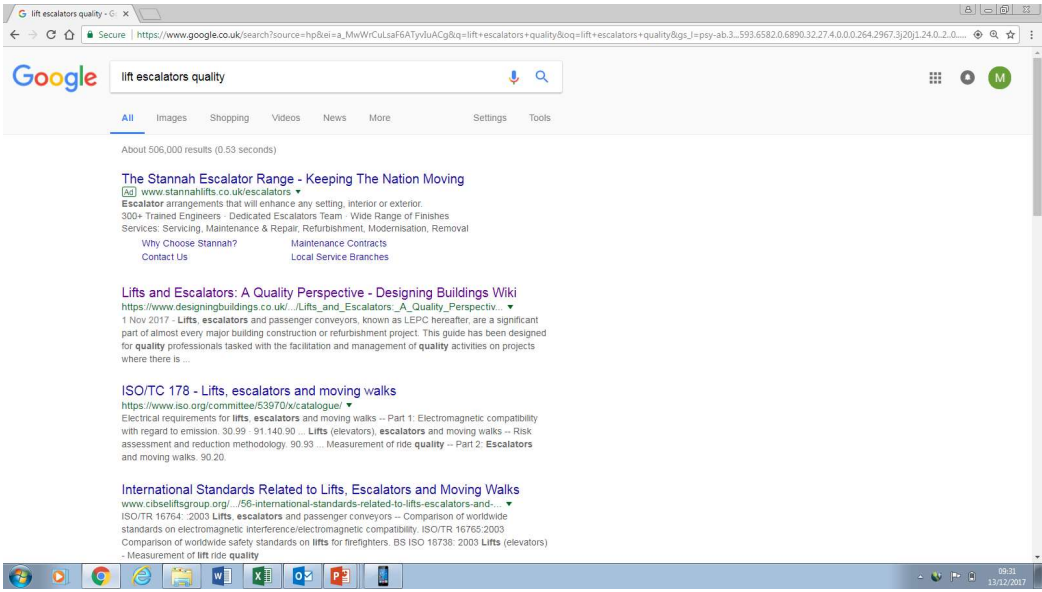
Item	Details	Action by
3.0	<p>CONSIG CWG Website</p> <p>a) MB / TH are reviewing options regarding the ConSIG and ConSIG CWG website. An update is planned. MB confirmed that TH and MB will meet prior to 6/1/18 to review and establish a website. POST MEETING NOTE: TH / MB have liaised by phone. MB has set up a new ConSIG website which may be accessed at the following web address: www.consig.org Development of the website is work in progress and the website is planned to be reviewed in the ConSIG CWG and Steering Committee meetings 10/1/18.</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. The ConSIG CWG requested that latest tracker be issued for information. MB to issue with meeting minutes. (Tracker attached to meeting minute.)</p> <p>b) TH confirmed that the proposal for the updated Author's Guidelines has been updated further to comments received. TH to issue correspondence to persons who have agreed to write articles.</p> <p>c) MB proposed articles for the Body of Construction Quality Knowledge be categorised as follows:</p> <ol style="list-style-type: none"> Quality Fundamentals Managing Quality (General) Quality Tools Technical Guides Using quality to successfully deliver a project <p>The proposal was agreed.</p> <p>d) MB confirmed articles have been published on the Designing Buildings Wiki website as follows:</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>e) TH / MB to liaise to ensure that the latest articles have been published on both Buildings Wiki and the ConSIG website. MB to send latest articles to TH for upload to website:</p> <ol style="list-style-type: none"> Lifts & escalators Mobilisation Change control <p>f) MB has received confirmation from Designing Buildings Wiki of the number of occasions on which the ConSIG articles have been read. MB confirmed that the number of views has shown a steady increase:</p> <p>MB confirm the number of articles views 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 <p>MB confirmed the number of articles viewed as follows (13/12/17):</p>	

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	<ul style="list-style-type: none"> • Inspection & Test Plan (added 13 September) 606 page views • How to Write an Inspection & Test Plan (added 13 September) 408 views • Lifts and Escalators: A Quality Perspective (added 22 September) 267 views <p>g) Designing Buildings Wiki have advised that the Lifts & Escalators article appears top in a google search for 'lift escalators quality' but a greater number of views may be achieved by separating the 'lifts' and 'escalators' elements as it may be more likely searches will be conducted for either lift or escalator quality and not both. MB has forwarded the information to the author. A response is awaited.</p>  <p>h) PG confirmed that the BS11000 articles is to be reviewed and updated.</p> <p>i) It was noted that the structural steelwork article should be uploaded to Designing Buildings Wiki. TH to liaise with the author, and subject to permission, upload.</p>	
5.0	<h2>Workstream 2 – Construction Quality Awareness</h2> <p>a) MB reaffirmed that the Get It Right Initiative has applied for funding from the CITB for quality training. Results are awaited. MB confirmed that the ConSIG CWG have been advised the principles of the Construction Quality Awareness courses developed by the ConSIG CWG have been utilised as part of the bid. It has been agreed that the Construction Quality Awareness Workstream be put 'on hold' awaiting confirmation regarding the outcome of the bid. An article 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> <p>POST MEETING NOTE: Confirmation was received 18/12/17 that the funding application to CITB has been successful.</p> <p>b) KR informed the ConSIG CWG that he is a qualified trainer.</p>	

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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>	
7.0	<p>Professional Development</p> <p>a) It has been agreed that the presentation by a ConSIG CWG member was useful and that, in future, meeting agendas may include similar presentations to assist with continuing professional development.</p> <p>b) GA confirmed that a presentation may be able to be arranged on Digital Technology. GA to confirm.</p>	
8.0	<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 has been previously noted that CIRIA (Construction Industry Research and Information Association) is another body with whom it may be worthwhile liaising. GA confirmed he has spoken with CIRIA who are keen to establish links. MB / GA to meet with Dirk Vinnix from CIRIA.</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 Stealing 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> <p>e) Further to items (c) and (d), MB confirmed feedback has been received that it would be useful for the ConSIG to create a stakeholder map. MB confirmed a number of parties have been included within the 1, 3, 5 year plan attached.</p> <p>f) KM confirmed that the STEM event took place 16/11/17 on the topic of Big Data Analysis. KM confirmed information was added to Linked In. KM to provide link details. KM confirmed another event is planned to be held the week after World Quality Day 2018 which will be led by Skanska.</p> <p>g) MB / TH noted a suggestion that shared folders be created on the Google Drive for members. MB / TH to review.</p> <p>h) It was agreed that the ConSIG should make efforts to involve other organisations in World Quality Day. KM advised that articles have been published on LinkedIn by the CQI. KM to forward details to TH.</p>	
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>MB to send out Outlook invitations to active members. (POST MEETING NOTE: Outlook invitation sent by MB.)</p> <p>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 	<p>Contact : Mike Buss</p>

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	17 October 2018 - WG and SG Meetings 14 November 2018 – WG Only – SG by Teleconference 12 December 2018 - WG and SG Meetings	
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' (09/01/18) 2) ConSIG CWG 1,3,5 Year Plan (13/12/17) 3) ConSIG Steering Committee Meeting 26 (15/11/17): Minutes 4) CQI Competence Assessment Guide and Tool - Beta Version 0.2 (Select members only due to CQI restrictions) 5) CQK BoCQK tracker (09/01/18)	