

Competency Working Group



Minutes of meeting No.: 46

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

Date: Wednesday 10th January, 2018

Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle	Independent	Deputy Chair -- CQK
Karen McDonald	Skanska	Deputy Chair – Training
Keith Hamlyn	Circle Green	
Kevin Rogers	Mott MacDonald	
Paul Greenwood	Greenwood Consultants	
Eric Loh	Murphy Group	
David Myers	LHR Airports Ltd	By conference call
Howard Tinkler	Carillion	By conference call (could not participate due to technical difficulties)
Will Pitt	NG Bailey	
Ian Mills	Balfour Beatty	

Apologies: (Active members unable to attend)

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

(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 summarised the 1, 3 and 5 year plan for the ConSIG CWG which was agreed at ConSIG Meeting 45. The plan will focus on 2 No. workstreams within 2018:</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 	
1.2	<p>Membership</p> <p>a) The CONSIG has 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, it has been agreed that the page first be updated with a suitable introduction confirming MB as the new ConSIG CWG chair prior to issuing the charter. MB confirmed that the current focus has been on the website and that correspondence should be issued once the website update has been appropriately progressed. The link for the ConSIG Linked In page is https://www.linkedin.com/groups/4698737</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. MB queried whether the meetings could be bimonthly. It was concluded that there has been a significant amount of change to the workings of the ConSIG CWG in the last six months and thus face to face meetings every four weeks are important to enable progress to be continued. It was also agreed that the requirement for meetings every four weeks should be reviewed again after a few months. ConSIG CWG agreed that meetings should continue face to face with a supplementary Skype option.</p> <p>b) Conference call facilities are now being used for the ConSIG meetings. Feedback was provided that the Skype facility could be improved with video enabling remote participants to observe who is speaking and an external speaker in the meeting room to improve audio. MB to review.</p>	
2.0	<p>Steering Group Communications</p> <p>a) Minutes for the Steering Group Meetings are issued with the ConSIG CWG minutes as appropriate..</p> <p>b) 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> <p>c) POST MEETING NOTE: A Steering Committee Meeting was held 10/1/18 13:00 – 16:00. Minutes for are attached. Key items include:</p> <ol style="list-style-type: none"> Malcolm Gilks resigned as Chair of the Steering Committee. Jon Adshead and David Anderson were nominated as Chair and Deputy Chair respectively. A draft update to the Terms of Reference for the ConSIG was presented. Comments were discussed. Terms of Reference are to be agreed at the ConSIG Meeting planned 7/2/18. It was agreed that an Annual General Meeting will be held to agree the objectives for the ConSIG and the members of the Steering Committee. MB / TH presented the updated website. The ConSIG Steering Committee confirmed acceptance of the content. MB advised the ConSIG SG that the website would be updated to 	

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	reflect the updated Terms of Reference once agreed. MB requested information be provided for biographies (one to two short paragraphs with an appropriate photo). MB advised the ConSIG CWG the domain name has been changed to www.consig.org and the website host provider to 1and1. It was noted that the website should be linked to Twitter and Linked in. (POST MEETING NOTE: MB has added a Twitter feed to the website; Logos for organisations involved in the ConSIG have also been added).	
3.0	<p>CONSIG CWG Website</p> <p>a) MB / TH confirmed that the website for the ConSIG has been reviewed and updated. MB advised that the website domain name (address) has been changed: www.consig.org MB / TH presented the updated website. Aspects specific to the ConSIG CWG were reviewed and confirmed OK. It was noted that the Construction Quality Knowhow model states 'fit for purpose' as the statement within the design section. This does have legal implications and may need to be reviewed. MB confirmed that the website update is work in progress. MB confirmed that details of the updates to the website will be provided as appropriate.</p> <p>b) It was noted that the ConSIG do have a Twitter account (@CQIConSIG) which could be used to promote articles. It was agreed that this should perhaps be via the CQI Twitter with a tag linking to the ConSIG Twitter account. (POST MEETING NOTE: The ConSIG Twitter feed has been added to the ConSIG website. The updated address has been published via Twitter.)</p>	
4.0	<p>Workstream 1: Body of Construction Quality Knowledge (CQK) / Construction Quality Knowhow</p> <p>a) The latest list of articles for Construction Quality Knowhow was reviewed. Where practicable, owners were confirmed.</p> <p>b) TH confirmed the article list issued with the minutes for Meeting 45 (13/12/18) was not the latest version. MB to send the latest version with the minutes for Meeting 46 (Attached).</p> <p>c) It was agreed the list of articles requires further review and alignment to the revised Construction Quality knowhow framework. Some articles may no longer be relevant. MB to assign as an agenda item for a future meeting. The framework for the article categorisation is 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>d) TH confirmed that the revised author guidelines are being issued to authors (and reviewers) as appropriate..</p> <p>e) TH provided an overview of the status of articles (i.e. those published and in progress). It was agreed that it would be beneficial to create a summary of progress which can be issued at each meeting. MB / TH to review. The following were confirmed:</p> <ol style="list-style-type: none"> Lifts & escalators: MB confirmed latest revisions is on Designing Buildings Wiki website. MB to provide version to TH for publication on ConSIG Website. DM confirmed that Adam Rumens (author of the article) will review separating the article into two articles (one for lifts and one for escalators). This is further to advice received from Designing Buildings Wiki website. Mobilisation: MB has forwarded latest version to TH for publication. Change control: MB has forwarded latest version to TH for publication. KH confirmed all comments have been incorporated. It would be useful to produce an article on Annex SL (KH to review). PG will update the BS11000 article The articles on Completion / Close out are ready for publication. TH to review. 	

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	<p>vii. The following articles are in production: Risk Management (Eric Loh); Auditing (KM / KR); Rail (EL with support from IM); Tunnelling (KR to assist with review).</p> <p>viii. The structural steelwork article has been checked and was confirmed OK to publish on the Designing Buildings Wiki website. TH to liaise with the author (Chris Little) to determine if the article requires update. MB to assist with contact. POST MEETING NOTE: MB has contacted Chris Little who has confirmed the content of the article is still relevant. TH has published on Designing Buildings Wiki website.</p> <p>ix. MB confirmed the article on nonconformity (which includes defect management) and competency are in progress.</p> <p>x. TH will produce design articles</p> <p>xi. KH to write an article on design freeze</p> <p>xii. MB confirmed that the piling articles review</p> <p>xiii. WP was confirmed as author for electrical and mechanical articles</p> <p>xiv. It would be useful to produce an article which provides an overview of aspects relevant to the nuclear sector (NOTE: The nuclear SIG have produced detailed information.)</p> <p>xv. IM to review authors for articles related to CE Marking, Nuclear, Culture & Behaviours, Lifetime Records.</p> <p>xvi. MB confirmed articles within the quality fundamentals sections are planned to include 'What is quality?', 'Why do quality?' and 'What is quality culture?'</p> <p>POST MEETING NOTE: The tracker has been updated to align with the updated Construction Quality Knowhow framework, include a production status and provide a 'dashboard' summarising article production. A copy of the proposed tracker will be reviewed at the next meeting (7/2/18).</p> <p>f) MB advised attendees that it is not a requirement that articles are listed on the schedule prior to production. If an ad hoc article is produced, providing it aligns with the intentions of the ConSIG CWG and the guidelines produced, the article can reviewed and published with details added to the schedule for record purposes.</p>	
5.0	<p>Workstream 2 – Construction Quality Awareness</p> <p>a) MB confirmed that the application for funding by the Get It Right Initiative for training related to error reduction has been successful. 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 of how the ConSIG can provide further input. 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>b) IM plans to attend the next GIRI meeting and confirmed his intention to recommend that GIRI work with the ConSIG to develop the training.</p>	
6.0	<p>Workstream 3 – Construction Quality Professionals</p> <p>a) An initial brainstorm and discussion was held to review how the ConSIG CWG should progress the workstream for training for Construction Quality Professionals. The outcomes of the discussion included the following:</p> <ol style="list-style-type: none"> The customer requirements must be defined. It was agreed that the members of the ConSIG CWG provided an appropriate customer base for development of the training due to the roles and experience. It was therefore agreed not necessary to undertake further market research for the present. There are many quality professional roles within the construction industry which vary from organisation to organisation. It was therefore concluded that using roles as a framework for the training was not practicable. MB had previously circulated the CQI Competence Assessment Guide and Scoretool BETA Version for review by members of the ConSIG CWG. It was agreed that the framework within the 	

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	<p>assessment tool with Foundation, Intermediate, Advanced and Expert represented a good model on which to develop training for construction quality professionals. Roles within organisations may then be assigned to one of these categories (e.g. Quality Manager as 'advanced').</p> <p>iv. It was agreed that the initial focus should be to develop a syllabus for courses for intermediate level.</p> <p>v. It was noted and agreed that the CQI should be engaged at an early stage to ensure that the course align with the requirements of the CQI training framework.</p> <p>vi. It was agreed that ConSIG CWG members should utilise the competence requirements detailed within the CQI Competence Assessment Guide and Scoretool BETA Version for Intermediate level and review how the wording might be adapted specific to the requirements for construction. This may then be reviewed at the next ConSIG CWG meeting.</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. POST MEETING NOTE: GA has confirmed to MB that a presentation on Digital Technology can be delivered. MB to review with Steering Committee.</p> <p>c) PG offered to present on collaboration. MB to include within the agenda for a future meeting.</p>	
8.0	<p>Stakeholders</p> <p>a) PG offered to act as liaison between the ConSIG and Constructing Excellence. PG to issue information as appropriate.</p> <p>b) MB confirmed feedback has been received that it would be useful for the ConSIG to create a stakeholder map. An initial brainstorm of other organisations which may be stakeholders for the ConSIG included:</p> <ol style="list-style-type: none"> Other SIGS British Institute for Facilities Management Institution of Engineering & Technology IMechE IOSE IStructE RICS CIBSE 	
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) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available.</p> <p>d) KM confirmed that the STEM event took place 16/11/17 on the topic of Big Data Analysis. KM confirmed information has been added to Linked In. KM confirmed another event is planned to be held the week after World Quality Day 2018 which will be led by Skanska. The STEM event is included on the CQI LinkedIn page: https://www.linkedin.com/groups/1908534/1908534-6342402745978490881</p> <p>e) MB / TH noted a suggestion that shared folders be created on the Google Drive for members. MB / TH to review.</p> <p>f) 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>	

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9.0	Other CONSIG Information	
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 has sent Outlook invitations to active members.</p> <p>The following are the proposed meeting dates for 2018 (WG: Working Group & SG: Steering Group):</p> <p>10 January 2018 - WG and SG Meetings</p> <p>7 February 2018 – WG Only – SG by Teleconference</p> <p>7 March 2018 - WG and SG Meetings</p> <p>4 April 2018 – WG Only – SG by Teleconference</p> <p>2 May 2018 - WG and SG Meetings</p> <p>30 May 2018 – WG Only – SG by Teleconference</p> <p>27 June 2018 - WG and SG Meetings</p> <p>25 July 2018 – WG Only – SG by Teleconference</p> <p>22 August 2018 - WG and SG Meetings</p> <p>19 September 2018 – WG Only – SG by Teleconference</p> <p>17 October 2018 - WG and SG Meetings</p> <p>14 November 2018 – WG Only – SG by Teleconference</p> <p>12 December 2018 - WG and SG Meetings</p>	Contact : Mike Buss
9.3	<p>Cost of Quality WG</p> <p>No update provided.</p>	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	<p>Attachments:</p> <ol style="list-style-type: none"> 1) CONSIG CWG Action Tracker 'snapshot' (24/01/18) 2) ConSIG Steering Committee Meeting 27 (10/1/18): Minutes 3) CQK BoCQK tracker (10/01/18) 	