

Competency Working Group

Minutes of meeting No.: 36
Held at: CQI HQ
Date: Wednesday 2nd November 2016

Attendees:

Neil Mellor	Kier	Chair
Tony Hoyle	Independent	Lead Author – CQK
Louise Jones	WSP / PB	Lead Author – CQK
Keith Hamlyn	Circle Green	
Tom Barton	Get It Right	
Adam Risbridger	CQI	
Mike Buss	Taylor Woodrow	
David Anderson	BAM Nuttall	
Andy Baker	Consultant	
Paul Greenwood	Greenwood Consultants	

Apologies:

David Myers	LHR Airports Ltd	
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Charlotte Broady	BSi	
Jason Sharp	Carillion	

Circulation:

Alex Carter	Gatwick Airport
Andrew Hopper	Skanska
Andrew Ward	Network Rail
Ian Mills	Balfour Beatty
Jon Adshead	Mace
Richard Strugnall	HS2
Tonie Davey	Grandis Consulting
Berni Daplyn	VVB Engineering
Chris Little	Crossrail
Denis Leonard	Graham Construction
Elvin Box	Mace
Eric Loh	Murphy Group
Geoff Bull	Kier
Helen Ball	Independent
Howard Tinkler	Carillion
Jeff Morris	Independent
John Chipman	Costain
John Stokes	Interserve
Jon Elliot	Crossrail
Karen Young	Thames Tideway
Lau Vlaar	Colas
Mark McNamara	Murphy Group
Paul Inglesias	Morgan Sindall
Peter Carroll	BCU
Richard Fitchett	Arup
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
Vince Desmond	CQI	
Mike Kemp	Crossrail	
Ian Mitchell	Network Rail	
Adrian Morrey	NG Bailey	
Dave Richardson	Volker Fitzpatrick	
Steve Symonds	Kier	
Emer Murnaghan	Graham Construction	

Minutes taken by Neil Mellor

Competency Working Group

Minutes of meeting No.: 36
Held at: CQI HQ
Date: Wednesday 2nd November 2016

Item	Details	Action by
	Call to order / opening remarks	
1.0	<p>Governance</p> <p>MB reported that he had received comments on this process and it was agreed that this would be accepted with the comments. The ISO format of the comment sheet was selected as the standard format for comments although TH proposed that this was modified to suit our purposes and has a proposal for this that he will circulate to the group.</p>	
1.1	Action : Update process from comments received	MB
1.2	Action : Issue modified ISO template for acceptance	TH
2.0	<p>Information Sharing</p> <p>Internal (Working Group) (www.thecqi-consig.org) PI has requested that he be allowed to step down from webmastering – NM will raise this with the Steering Group.</p> <p>Crossrail (www.learninglegacy.crossrail.co.uk) Crossrail plan the release of the next series of reviews in March 2017.</p> <p>Get It Right Group (www.getitright.uk.com) Tom Barton joined the group to talk about the next slice of work with the “Get it Right” Campaign. They are looking at forming a not for profit company as a hub to channel member funds into industry needed courses and supporting mechanisms. They are looking for corporate members to help take this forward.</p> <p>CQI Blog (New Item) 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.</p>	
3.0	<p>Steering Group Communications</p> <p>None this period.</p> <p>Post Meeting Note : The steering group are proposing to hold an AGM in January to review and direct strategy. This will be an invite only event and working group members who wish to attend should contact the chair.</p>	
4.0	<p>Body of Construction Quality Knowledge (CQK) – Contents</p> <p>There has been no material progress this period so the current status is.</p> <p>Foundations (Neil Mellor) – For Author Update MB confirmed that he had received the comments schedule as requested. Update by the author is still required.</p> <p>Change Control (Keith Hamlyn) – For Author update The article was discussed at the last working group meeting and the comment schedules have been sent back to the author 14/7.</p> <p>Building Completion (Andrew Baker) – Under Amendment Building Completion is now under amendment by the author.</p> <p>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.</p> <p>CDM (Mike Short) – For Author update The article was discussed at the last working group meeting and the comment schedules have been sent back to the author 14/7.</p> <p>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.</p>	

Competency Working Group

Minutes of meeting No.: 36
 Held at: CQI HQ
 Date: Wednesday 2nd November 2016

Item	Details	Action by
41.0	<p>Author Briefing & Communications</p> <p>LJ requested some guidance on what was requirement for the author briefing revamp – Current proposal is four elements are required.</p> <ol style="list-style-type: none"> 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. <p>The house style is still relevant as the CQI has not issued any contra indications to the currently issued house style.</p>	
42.0	<p>Review of CQK Web Content</p> <p>The latest meeting minutes are now being published on the ConSIg webpages for all to see and TH is working on setting up an archive page for the previous minutes.</p>	
5.0	<p>Construction Quality Training</p>	
51.0	<p>Workstream – Construction Quality Manager Competency</p> <p>Adam Risbridger (the CQI's Business Development Manager) joined the meeting and explained that the CQI have changed their membership requirements. This is now focussed on demonstrating competency against the CQI's competency framework and the CQI are now offering a suite of learning opportunities to support this. It was proposed that the working group could investigate supplementing this core training offering with a construction "Plug-in" that could be used to convert other QM's to construction or tailor the core course more specifically to construction industry requirements</p>	
52.0	<p>Workstream – Construction Quality Awareness</p> <p>MB outlined intent and progress so far for the meeting attendees. The group are focussing on the Manager syllabus first as this is felt to be the hardest the structure is well on the way to being fleshed out and the manager syllabus is about 1/3 complete.</p> <p>Adam outlined the CQI requirements for courses</p> <p>A query was raised that would this course have a timespan e.g. requalification every 5 years. It was suggested that this might be a good idea but needs more discussion.</p>	
53.0	<p>Workstream – Tools Update (Construction Revamp)</p> <p>This workstream is also agreed to be low priority currently.</p> <p>The current wishlist of training topics for Construction Quality courses is appended below and remains open to addition.</p> <ul style="list-style-type: none"> • 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). 	
6.0	<p>Construction Quality Term Definition</p> <p>Some minor progress was reported</p>	
7.0	<p>AOB</p> <p>None</p>	

Competency Working Group

Minutes of meeting No.: 36
 Held at: CQI HQ
 Date: Wednesday 2nd November 2016

Item	Details	Action by
81.0	<p>Competence Working Group dates</p> <p>The selection of working group dates was reviewed and it was agreed to continue with the current schedule. – Meeting dates until the 23rd February 2017 have been booked.</p> <p>Review Workshop – Thursday 8th December 2016 – 10:00-12:30 CWG Meeting - Wednesday 18th January 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). Review Workshop – Thursday 23rd February 2017 – 10:00-12:30</p>	Contact : Neil Mellor
82.0	<p>ConSIG Steering Committee:</p> <p>ConSIG Steering Committee; second Wednesday of every second month:</p> <ul style="list-style-type: none"> - Wednesday 02nd November 2016 at 13.00hrs - Wednesday 18th January 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 	Contact : Ben Azoula- Victory
83.0	<p>Cost of Quality WG</p> <p>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.</p>	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	PG
17.51.2	Discuss any issues that the use of a “table of equivalencies” might cause with the CQI.	PG/NM
24.42.4	Write process map on how documents are approved.	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	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
33.4.0.4	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
34.52.4	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.	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)	NM
36.42.4	Send copies of the historical meeting minutes to TH for publication	NM
35.42.2	Publish minutes on CQI ConSIG website	TH
35.7.1	Upload Photo taken of working group in action.	TH

Competency Working Group



Minutes of meeting No.: 36
Held at: CQI HQ
Date: Wednesday 2nd November 2016

Item	Details	Action by
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 process from comments received.	TH