

ConSIG Steering Committee

Meeting No.: 26

Held at: CQI HQ

Date: Wednesday 15th November 2017 @ CQI HQ – Furnival St - 13.00hrs



Attendees:

<input type="checkbox"/> Malcolm Gilks	Consultant	Chair
<input checked="" type="checkbox"/> Jon Adshead	MACE	Deputy Chair
<input checked="" type="checkbox"/> Neil Mellor	NG Bailey	Secretary
<input checked="" type="checkbox"/> Mike Buss	Taylor Woodrow	(Chair WG Competency)
<input type="checkbox"/> Dan Keeling	Consultant	(Chair WG Cost of Quality)
<input checked="" type="checkbox"/> Louise Jones	WSPB	Communications Administrator
<input type="checkbox"/> Steve Symonds	Kier	
<input checked="" type="checkbox"/> Jon Elliot	Ferrovial	
<input type="checkbox"/> Helen Ball	Independent	
<input checked="" type="checkbox"/> Karen Young	Thames Tideway	
<input checked="" type="checkbox"/> Tony Blanch	Costain	
<input type="checkbox"/> George Roussos	NG Bailey	
<input type="checkbox"/> Alexander Woods	CQI	SIG's Appointed Contact
Tony Hoyle	Retired	Observer / Presenter
Will Pitt	N G Bailey	Presenter
David Anderson	BAM Nuttall	GIRI Contact

Item	Details	Lead
10	Call to order / opening remarks NM reminded everybody about fire arrangements and non collusion regulations.	
11	Apologies Apologies were received from Malcolm Gilks Dan Keeling Helen Ball The group accepted resignation of Steve Symonds and George Roussos.	
12	Chair / Secretary Address Nil	
21	Governance Committee makeup the committee makeup was reviewed and the view was that while having a wide representative cross section of the industry was desirable as a long term goal, it was more desirable to have active Steering Group members. In light of this the following actions were agreed T Hoyle will be asked to be a permanent member of the steering group to facilitate his work on the group website. It was agreed that David Anderson (BAM Nuttall) and Emma McNab (Taylor Woodrow) be invited to join the group. It was also proposed to invite Will Pitt (NG Bailey) to represent the M&E viewpoint. NM will remain as Secretary and as this would constitute 2 members from NG Bailey it was agreed that the invite would remain open for a short while NG Bailey discussed internally how the company would provide support to the CQI. The deputy chair brought up the issue of succession planning and requested that this is discussed at the January meeting. FM / Housing / Subcontracting still remain under represented but this action is on hold for the present. REMINDER - Contact List still needs to be populated	
21.1	Action : Invite Emma McNab to join the steering group	NM
21.2	Action : Issue of succession planning to be discussed at next meeting	JA/MG

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22	<p>CQI Update</p> <p>The CQI confirmed that membership data goes into the web accounts of the secretary and chair. The ConSig is one of the largest CQI SIGs and 1217 members have registered interest in us. This is a slight rise in numbers from last time but is consistent with CQI growth. Currently approximately 1/3 of the membership are practitioner grade.</p> <p>The International quality awards (which had just taken place) were a big success with a strong showing from construction.</p> <p>The CQI report that as the ISO 9011 and 14001 cut offs approach that transition is going to be a big priority. Not uncommon to have CQI members involved in safety so the CQI are also looking at how to support them in the introduction of ISO 45001.</p> <p>Also view is that integrated management systems including ISO 27001 will be a rising trend next year. And the CQI see this as a big opportunity to expand knowledge of the CQI into other sectors.</p> <p>Grenfell – The CQI are preparing a position paper on the Grenfell disaster.- The CQI has been invited to comment on aspects of quality management and the ConSIG will be asked to supply comment evidence as required.</p> <p>JA mentioned that the CIOB have set up an enquiry looking at construction quality. There are now a number of organisations in the field dealing with Quality GIRI (CITB) ,BQF,CIOB,CIRIA</p>	
22.1	<p>Action - Access Accounts and process data.</p>	NM/MG
30	<p>Communications and Events See Below</p>	
31	<p>Communications with other bodies.</p> <p>Willmot Dixon</p> <p>It was noted that the article about the ConSIG was published in the August edition. Victoria Sadler-Keen is leading for the CQI and will get rights to syndicate the article to syndicate to the ConSIG website.</p> <p>Get It Right</p> <p>The group expressed concern that GIRI seems to have adopted the ConSIG approach and may be duplicating effort. GIRI's current workstreams are ...</p> <ul style="list-style-type: none"> - Behavioural Quality Skills / Training – Operatives and Managers (Skanska Lead) - Supervisor and manager training skills- (Taylor Woodrow Lead) - Training across interfaces (Design interfaces) - (Berkely Group Lead) - Leadership training – All levels to lead quality – (Kier Lead) <p>It was agreed to meet in December to discuss the approach to GIRI to discuss how we can work together on this,</p>	
31.1	<p>Action : Source Article from Victoria to syndicate to ConSIG Website</p>	NM
32	<p>Events</p> <p>Jon Adshead has suggested that the deputy chair should take responsibility for chairing an events WG.</p> <p>Target is to deliver 2 main events and smaller events as necessary.</p> <p>All to let Secretary know of potential free/cheap venues that may be available to us to use along with capacity – Need to state maximum size.</p> <p>Process is as follows</p> <p>Events chair to propose topic for SG Agreement</p> <p>SG to agree</p> <p>Events chair is to develop proposal which has Critical factors</p> <ul style="list-style-type: none"> - Have a Clear purpose - Represent value for money / have a clear objective/mission - Have a “wow” factor. - Leave people going away feeling satisfied / wanting more. <p>SG to comment</p> <p>KA suggested that Tideway may be willing to arrange a river trip for the ConSIG membership to look at Tideway sites.</p>	
32.1	<p>Action : Investigate if Tideway would be willing to host the ConSIG Membership</p>	KA

Item	Details	Lead
33	<p>Website It is proposed to review the website activity in December. This is to include looking at changing the domain name as the current domain name with a hyphen is being found to be confusing users. It was also noted that there are a lot of steps to get to the content and it was felt that this should be simplified with a new landing page. It was stated that wordpress will continue to be used and TH is looking at suitable templates to use going forward.</p> <p>Also it was felt that the new ConSIG logo proposed by the CQI was not very good for web use and did not really make sense so needs to be discussed with the CQI. Th has proposed some alternatives to the CQI but has not yet had any responses.</p> <p>Also there are a lot of steps () to get to the ConSIG logo – communicate/special interest groups/scroll down to Consig/get synopsis and then click on website link. – Proposal is that the landing</p>	
33.1	Action : Review Website structure, strategy and domain	MB/TH/NM
33.2	Action : Review proposed ConSIG logo with the CQI	NM
40	<p>Competency Working Group – Quality Knowledge The CWG have a number of articles in progress and have so far published 3 articles both on the ConSig website and the Designing buildings Wiki. These are as below. (Viewing figures are as of 14/11/17) https://www.designingbuildings.co.uk/wiki/Inspection %26 Test Plan (466 views) https://www.designingbuildings.co.uk/wiki/How to Write an Inspection %26 Test Plan (357 views) https://www.designingbuildings.co.uk/wiki/Lifts and Escalators: A Quality Perspective (215 views)</p> <p>Accordingly the authors guidance has been updated.</p>	
41	<p>Competency Working Group - Training / Quality Awareness The CWG now have a draft syllabus and MB has met with Adam and Kayana – However the CQi have changed their mind and now do not support the ConSIG view of this training – The issue is that the quality courses do not align with the CQI training model as this is only focussed on the needs of the quality professional. The ConSig see a greater need in educating construction professionals generally and the CQI do not understand this. Also as mentioned earlier GIRI seem to have adopted some of the ConSig approach and this needs to be discussed. It was felt that a meeting should be arranged with the CQI, CQI Corporate partners, GIRI and ConSIG.all in the rom to discuss how we are going to take this forward.</p>	
41.1	Action : Prepare a letter for Malcolm to sign arranging a meeting – Suggest W/C 8 th January (Target Thurs 11 th Jan -T.B.C but before the 16 th January GIRI Meeting.)	JA/MB
50	<p>Cost Of Quality W.G No update at this meeting</p>	
60	Special Focus	
61	<p>Terms of Reference Review Not Discussed – With JA & NM for review</p>	
62	<p>Strategy / Objectives It was agreed to discuss the Objectives and Terms of Reference at the next meeting</p>	
70	<p>Any Other Business It was suggested that it would be good to do a round up of what happened in construction in World Quality Day for the website. All to give examples of WQD in construction and send to NM/TH for publication. It was suggested that the ConSIG set their own theme so that we can prepare details in advance.</p> <p>Will Pitt gave presentation on Quality Control in N G Bailey which was generally well received.</p> <p>Suggestion that it might be helpful to have a standard defect classification taxonomy.as a future exercise. – It was proposed that a Working Group be convened and this is to be discussed in the new year,</p>	
71.1	Action: Send examples of WQD activity / WQD stories to NM/TH for inclusion.	All
80	<p>Next Meeting Dates (all at CQI HQ unless otherwise stated) The next meetings of the ConSIG Steering Committee are stated below (note changes of date in Bold)</p> <ul style="list-style-type: none"> - Meeting 28, Wednesday 10th January 2018 at 13:00 hrs - Meeting 29, Wednesday 7th February 2018 at 13:00 hrs (Skype) - Meeting 30, Wednesday 7th March 2018 at 13:00 hrs - Meeting 31, Wednesday 4th April 2018 at 13:00 hrs (Skype) - Meeting 32, Wednesday 2nd May 2018 at 13:00 hrs - Meeting 33, Wednesday 30th May 2018 at 13:00 hrs (Skype) 	

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	<ul style="list-style-type: none"> - Meeting 34, Wednesday 27th June 2018 at 13:00 hrs - Meeting 35, Wednesday 25th July 2018 at 13:00 hrs (Skype) - Meeting 36, Wednesday 22nd August 2018 at 13:00 hrs - Meeting 37, Wednesday 19th September 2018 at 13:00 hrs (Skype) - Meeting 38, Wednesday 17th October 2018 at 13:00 hrs - Meeting 39, Wednesday 14th November 2018 at 13:00 hrs (Skype) - Meeting 40, Wednesday 12th December 2017 at 13:00 hrs 	
90	Summary of discussion and Actions	
	Nil	
99	Outstanding actions	
Mtg 22	Action : LJ to work with CQI to control Linked In account and discuss rules about twitter.	LJ
	Action : LJ to liaise with CQI to set up event and Eventbrite ticketing.	LJ
Mtg 26	Action : Invite Emma McNab to join the steering group	NM
	Action : Issue of succession planning to be discussed at next meeting	JA/MG
	Action : Access Accounts and process data.	NM/MG
	Action : Source Article from Victoria to syndicate to ConSIG Website	NM
	Action : Investigate if Tideway would be willing to host the ConSIG Membership	KA
	Action : Review Website structure, strategy and domain	MB/TH/NM
	Action : Review proposed ConSIG logo with the CQI	NM
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	Action : Send examples of WQD activity / WQD stories to NM/TH for inclusion.	All