

Competency Working Group



Minutes of meeting No.: 49

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

Date: **Wednesday 4th April, 2018**

Attendees:

Mike Buss	Taylor Woodrow	Chair	
Tony Hoyle		Deputy Chair -- CQK	
Karen McDonald	Skanska	Deputy Chair – Training	
Berni Daplyn	VVB		(Conference Call)
Jonny Montgomery	Shirley Parsons		
Keith Hamlyn			(Conference Call)
Kevin Rogers	Mott MacDonald		
David Myers	LHR Airports Ltd		

Apologies: (Active members unable to attend)

Ian Mills	Balfour Beatty
Andy Baker	Consultant
Geoff Bull	Kier
Richard Strugnell	HS2
Paul Greenwood	Greenwood Consultants
Carmen Musat	Multiplex
Gavin Avery	BAM
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	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	
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)

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) MB confirmed that Caroline Whitson is the CQI contact for the Special Interest Groups.</p> <p>b) MB confirmed that it is proposed that a minor change is made to the Terms of Reference so that, in the event that the Chair and Deputy Chair of the ConSIG Steering Committee are both unable to attend a meeting, a temporary deputy can be nominated to enable the meeting to be quorum.</p>	
1.1	<p>Strategy</p> <p>a) No issues raised.</p>	
1.2	<p>Membership</p> <p>a) The ConSIG has agreed that the Member Charter should be added to the CONSIG Linked In page. The page has now been located and administration privileges provided to MB. MB confirmed that an announcement will be placed on LinkedIn once the website is fully up and running. The link for the ConSIG Linked In page is https://www.linkedin.com/groups/4698737</p> <p>b) MB advised attendees that interest has been show in joining the ConSIG via the website. MB to review the mechanism to respond with the ConSIG SC. POST MEETING NOTE: It was agreed that a standard template response is to be compiled. Email addresses will be forwarded to the ConSIG to be added to the communication distribution list.</p> <p>c) POST MEETING NOTE: Will Pitt (NG Bailey) has confirmed that (due to internal organisational change), WP is not now in a role to be able to actively contribute to the ConSIG. WP has provided an alternative contact. MB has emailed to make contact.</p>	
1.3	<p>Meetings</p> <p>a) ConSIG CWG meetings will continue to be held on a four weekly basis face to face.</p> <p>b) Conference call facilities are now being used for the ConSIG meetings using Skype.</p>	
2.0	<p>Steering Group Communications</p> <p>a) An interim Steering Committee Meeting was held 4/4/18 13:00 – 14:30. The meeting was chaired by Jon Adshead. The following summarises the main aspects discussed:</p> <ol style="list-style-type: none"> i. Membership: A standard template response is to be drafted for those enquiring about the ConSIG. Email addresses will be passed on to the CQI to be added to distribution lists. ii. Next CPD Event: It was agreed that an event should be held titled “Improving Quality through Collaboration”. This has been provisionally booked for 30/5/18. This would follow the same format (i.e. 3 No. presentations of approx. 20 mins each) and will ideally include a guest speaker on collaboration, a client perspective (Heathrow / David Myers) and a 1st / 2nd Tier Contractor. iii. AGM: Now proposed to be held Wednesday 27th June at the CQI with a networking social event afterwards. iv. Wish List: Further to the request form the CQI, a ‘wish list’ is to be compiled providing a list of items which the ConSIG require from the CQI: <ul style="list-style-type: none"> • A ‘Branch in a Box’ type approach for the ConSIG • Funding for events • Sponsorships • Marketing collateral • CQI staff in attendance at events • Facilitating engagement with CQI Corporate Partners • Recognition of the ConSIG as the leading quality experts in the Industry (MB has requested feedback be provided by 20/4/18 including any additional ideas.) 	

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	<ul style="list-style-type: none"> v. Bulletin: A quarterly bulletin is to be sent out providing a summary of the ConSIG activities vi. Website: MB / TH to review CQI ConSIG web page as it is out of date. Updated narrative to be proposed to the CQI vii. Logo: CQI are requesting that the logo currently made available to the ConSIG (which aligns with the revised branding guidelines) is used as an interim measure. The CQI will confirm within a month or so when an update might be available 	
3.0	<p>CONSIG CWG Website</p> <ul style="list-style-type: none"> a) MB confirmed that a summary of the event held 7/3/18 has been added to the ConSIG website. The success of the event is promoted via the slider on the front page. b) MB affirmed that the Construction Quality Knowhow model will be updated and 'fit for purpose' changed. c) It was agreed that separate pages may be created for each author / reviewer to enable a link to be created directly from the article published on the Designing Buildings Wiki webpage to the details of the author / reviewer. MB has set up pages as examples. MB / TH to action. d) MB confirmed that a standard length and format has been agreed for the bios (Maximum 150 words). These are also being updated to ensure a consistent length. e) It was suggested that the website should be updated to ensure the author guidance is easier to find. MB / TH to review. 	
4.0	<p>Workstream 1: Body of Construction Quality Knowledge (CQK) / Construction Quality Knowhow</p> <ul style="list-style-type: none"> a) TH has provided an update of the BoCQK tracker and a summary of the status of articles. (Information attached--active members only) b) No articles were available for review c) KM confirmed that the Culture and Behaviours article has been written and is currently with Ian Mills for review. KM confirmed the article is targeted to be reviewed at the next ConSIG CWG meeting (2/5/18). d) TH confirmed the following regarding publication of the articles reviewed during the meeting 7/3/18: <ul style="list-style-type: none"> a. Why Should Quality be Important to the Construction Industry: The article has been added to the Designing Buildings Wiki (DBW) website. TH is to add to the ConSIG website. MB to assist with upload of images. b. 5 Why's: TH confirmed article has been published on the on DBW and ConSIG sites c. Design Freeze: TH confirmed the article has been published on DBW and ConSIG sites d. CDM: A Quality Perspective: TH confirmed that the formatting of the article is to be edited prior to publication. <p>(NOTE: TH has been out of the country for approx. 3 weeks and so was unable to publish until his return.)</p> e) KH to review production of an article on Annex SL. f) MB affirmed that it been agreed that articles should be reviewed at maximum intervals of 24 months. g) MB confirmed the URL for the ConSIG page on Designing Buildings Wiki website is as follows: https://www.designingbuildings.co.uk/wiki/User:Consigcwg h) MB confirmed references have been added to the article 'Why Should Quality be Important to the Construction Industry' article. This has used the Harvard format and is an example of how references may be structured. MB to liaise with TH and author's guidance to be updated as appropriate. i) MB / TH confirmed that a specific timeframe for a reviewer to review an article has not been set as this is on a voluntary basis. However, if it is taking an extraordinary amount of time to obtain feedback, authors should liaise with MB / TH and an alternative reviewer may be allocated. POST MEETING NOTE: MB has updated the tracker and proposed a period of 8 No. weeks from commissioning an article to review by the ConSIG CWG. Updated tracker to be reviewed at next meeting. 	

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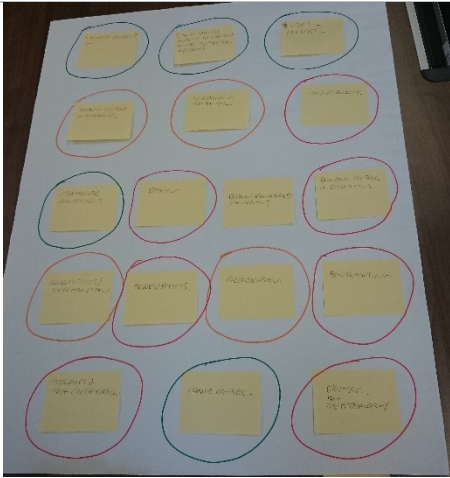
Item	Details	Action by
	<p>j) DM to confirmed the intention is still to split the Lifts / Escalators article. DM to confirm progress.</p> <p>k) The Collaboration article is to be updated. It was noted that this would be a good article to link to the Collaboration event 30/5/18.</p> <p>l) It was agreed that TH Should publish the Building Completion article. If necessary, this can be uploaded at a later date.</p> <p>m) BD confirmed that the Electrical & Mechanical article is in the process of being written.</p> <p>n) JM informed the ConSIG CWG that funding has been obtained to produce 15 No. promotional videos related to the articles being produced for Construction Quality Knowhow.</p> <p><u>Concept</u> The videos would promote both the article and the authors--perhaps helping to create a 'brand' (for the author as well as the ConSIG). JM confirmed that the videos could focus on a topic as well as an individual article. The videos would also complement promotion of the ConSIG website.</p> <p><u>Video Production</u> It is proposed that a trial be carried out producing a video for 1 No. article. When ready, 15 No. videos will be shot in one day. The ConSIG CWG agreed that those participating in the videos should be representative of a diverse range of people.</p> <p><u>Format</u> Each video will be maximum 60 seconds in length. The set up of the videos could be:</p> <ol style="list-style-type: none"> a. Introduction b. Why are you passionate about quality? c. Why the article? d. What is the intended outcome e. Link to the article. <p>JM confirmed that it is proposed that the videos include subtitles.</p> <p><u>Timeline</u> JM suggested that the videos would be launched progressively (e.g. 1 per month). It was suggested that (to help keep people's interest) the order of the topics should be 'mixed'—i.e. not necessarily 'flow' chronologically through the delivery phase. The timeline will be reviewed further at a future date.</p> <p><u>Articles / Subject Areas</u> The list of articles was reviewed during the meeting. A select number were proposed as subject areas for the videos based on topic and likelihood of capturing the interest of potential viewers. TH to review, categorise and revise the prioritisation of the BoCQK articles based on the chosen subjects. The following photo shows the results of the brainstorm conducted during the meeting. Each topic area was circled to indicate the status (Green: article(s) written and published; Orange; Article(s) in progress; Red: Article(s) not currently in progress).</p>	

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5.0	<p>Workstream 2 – Construction Quality Awareness</p> <p>a) 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) MB confirmed no further updates are available.</p>	
6.0	<p>Workstream 3 – Construction Quality Professionals</p> <p>a) MB reaffirmed to attendees some courses which are currently available for quality professionals. This included CQI professional and practitioner certificates and post graduate courses provided by University of Portsmouth. It was noted that these are generic courses and are not specific to construction. MB confirmed that a representative from University of Portsmouth had been invited to present to the ConSIG 2/5/18.</p> <p>b) MB to request confirmation from the CQI of the expectations for MCQI (e.g. the Practitioner or Professional Certificate in Quality Management)</p> <p>c) Only 30 hours of training are required to obtain PCQI. This could include attending a Lead Auditor course. There is therefore a concern that this does not provide confidence that those obtaining CQI have gained the knowledge required. MB has fed this concern back to the CQI. The CQI have informed MB this is currently being reviewed as a potential area for improvement.</p> <p>d) It was suggested that it would be useful to understand the numbers with respect to how many delegates there are for the various modules. MB to review if the CQI can provide data.</p> <p>e) MB provided an update regarding Rove Consultancy who provide all of the modules to obtain the CQI Practitioner Certificate in Quality Management. Rove do offer a 10% discount to those undertaking all of the individual modules which make up the course (approximately £475 + VAT per module).</p> <p>f) Further to the brainstorming session carried out in the meeting 7/3/18, MB / KM have compiled proposed questions for a survey / market research is required to capture views of ConSIG members and those within the construction industry regarding training for construction quality professionals. MB / KM to finalise and issue for comment to the ConSIG CWG. POST MEETING NOTE: MB has received confirmed from the CQI that it would be happy to review the survey / marketing proposal and assist to distribute to members as appropriate.</p>	

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7.0	<p>Professional Development</p> <ul style="list-style-type: none"> 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. b) PG has offered to present on collaboration. It was suggested that collaboration be a theme for another evening event following on from the success of the event 7/3/18. MB to discuss with the ConSIG Steering Committee. The event should focus on the practical aspects (e.g. challenges) and not just aspects of the standards. It was suggested this might include 1st & 2nd tier contractor and a client perspective such as that of Heathrow Airport. It was also noted that collaboration needs to be all the way 'down the chain'—i.e. a team effort to resolve problems. POST MEETING NOTE: An event has been provisionally scheduled for 30/5/18. It is proposed this be titled "Improving Quality through Collaboration" and include a guest speaker (Louise Jones to invite), Heathrow Airport and a 1st / 2nd team contractor. As per the previous event 7/3/18, each presentation would be about 20 mins. c) Attendees noted that a launch event is planned by BSI for the new BS31000 Standard 26/3/18. No feedback currently d) It was noted that an article has been published in Quality World providing a summary of the CPD Event 'Using Digital Technology to Generate Value in Construction' was held 7/3/18. Feedback from the event was extremely positive. MB confirmed that a summary has also been included on the ConSIG website (with a link provided on the slider). e) The CPD Event 'Using Digital Technology to Generate Value in Construction' was held 7/3/18. Feedback was very positive. A summary of the event was published in the March edition of Quality World and MB has published a synopsis of the event on the ConSIG website: http://consig.org/using-digital-technology-to-generate-value-in-construction 	
8.0	<p>Stakeholders</p> <ul style="list-style-type: none"> a) PG has offered to act as liaison between the ConSIG and Constructing Excellence. PG to issue information as appropriate. b) GA was unable to attend the meeting 4/4/18 and could therefore not provide an update in relation to the GIRI meeting held 22/3/18. DM confirmed the next GIRI meeting is planned for 9/4/18. DM to provide feedback as appropriate. c) MB / GA confirmed that CIRIA presented to the ConSIG 7/3/18. MB to forward a copy of the summary email to the ConSIG CWG. POST MEETING NOTE: MB forwarded a copy of the email summarising the discussions to ConSIG CWG to active members. d) 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: <ul style="list-style-type: none"> i. Other SIGS ii. British Institute for Facilities Management iii. Institution of Engineering & Technology iv. IMechE v. IOSE vi. IStructE vii. RICS viii. CIBSE ix. CIOB x. ICE xi. CECA 	
8.0	<p>AOB</p> <ul style="list-style-type: none"> a) JM confirmed that an email has been sent to the Next Generation Network and a response is awaited. A representative from Next Generation Network is due to meet with the Steering Committee 27/6/18 and may be able to attend the CWG also. b) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available. 	

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	c) MB / TH noted a suggestion that shared folders be created on the Google Drive for members. MB / TH to review. POST MEETING NOTE: MB has created a Google Drive folder as a trial. To be reviewed at the next meeting 2/5/18.	
9.0	<h3>Other CONSIG Information</h3> <p>a) The ConSIG may have an opportunity to speak at a branch event in Milton Keynes. KM to provide further information as applicable.</p> <p>b) MB confirmed that 2 No. all day events are planned to be arranged during 2018. Dates will be advised once confirmed.</p>	
9.1	<h3>Competence Working Group Dates</h3> <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> <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 	Contact : Mike Buss
9.3	<h3>Cost of Quality WG</h3> <p>No update provided.</p>	Contact : Dan Keeling
10.0	<h3>Action Register</h3>	
	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	<h3>Attachments:</h3> <ol style="list-style-type: none"> 1) CONSIG CWG Action Tracker 'snapshot' (28/4/18): Active Members only 2) CQK BoCQK tracker (4/04/18): Active Members only 3) CQI BoCQK: Current Status (4/4/18): Active Members only 4) CQI BoCQK: Photo of Video Articles Brainstorm: Active Members only 	