

## Competency Working Group Meeting Record

**Held at:** Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

**No.:** 54

**Date:** Wednesday, 17<sup>th</sup> October, 2018



### Attendees:

Name	Company	CWG Role	Attended	Apologies	Not Attended
Mike Buss	Taylor Woodrow	Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Hoyle	Retired	Deputy Chair: CQK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen McDonald	Skanska	Deputy Chair: QP Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keith Hamlyn	Retired	Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jonny Montgomery	Shirley Parsons	Membership / Comms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gavin Avery	BAM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geoff Bull	Kier		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Susannah Clarke	PMI		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Berni Daplyn	VVB		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Greenwood	Greenwood Consultants		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Luca Fiderio			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Harley			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Loh	J Murphy and Sons		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giorgio Mannelli	Nuvia		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Musat	Multiplex		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Myers	Stansted Airport		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ian Mills	Balfour Beatty		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keith Lucas			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Rogers	Mott MacDonald		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oliver Shadbolt	NG Bailey		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Richard Strugnell	HS2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(NOTE: An 'active' member is a person attending meetings and / or actively contributing to further the efforts of the ConSIG CWG.)

Records of the meeting will not be directly circulated to those who are not 'active' members. Records will be made available via the Construction Special Interest Group website ([www.consig.org](http://www.consig.org)).

### **Future Planned Meetings:**

14 November 2018 – CWG Only – SG by Teleconference

12 December 2018 - CWG and SG Meetings

### **Useful Links:**

ConSIG: [www.consig.org](http://www.consig.org)

Designing Buildings Wiki: <https://www.designingbuildings.co.uk/wiki/User:Consigcwg>

Twitter: <https://twitter.com/ConSIGCQI>

LinkedIn: <https://www.linkedin.com/groups/4698737>

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### Section 1: Governance: a) Strategy b) Roles & Responsibilities c) Meeting arrangements etc.

No items to review

### Section 2: Update from Chairperson on key matters from Steering Committee

- 1) MB provided a brief update from the SC:
  - a. Key issue during last meeting was arrangements for the Quality: Turning Risk to Opportunity Event scheduled for 25/9/18.
  - b. The SC is scheduled to meet 17/10/18 pm with Amanda McKay (NucSIG Chair) to review how the NucSIG and ConSIG can collaborate + Ian Swain (BQF CEO) / Ben Sloan (BQF Head of Member Services) to review how the BQF and ConSIG can collaborate.
  - c. A strategy for 2019 is currently being drafted
  - d. A strategy for future events has been drafted. This will include 2 No 2 days event & 3 No. evening events.

### Section 3: Update from Chairperson on key matters relevant to the Chartered Quality Institute

No items to review

### Section 4: Update from other CWG Workstreams

- 1) MB informed attendees that a working group has been set up to produce 'Common Defects' information for the Construction Industry—something which most organisations have produced individually. The first meeting was agreed an online platform would be the best medium to use. The ConSIG website should be able to be used for this.
- 2) No update from Cost of Quality (CoQ) Working Group. Dan Keeling (Chairperson for CoQ) and Helen Soulou provided an update at the Quality: Turning Risk to Opportunity Event.

### Section 5: Update from other ConSIG Working Groups

- 1) MB provided an overview of the purpose, objective and recent activities of the Quality Professionals Training working group. A workshop was held 28/9/18. It was decided that the training framework would follow that of the CQI's Competency Assessment Tool. This assumes four levels—Foundation, Intermediate, Advanced, and Expert—with either an operational or strategic focus for each. The responsibilities which quality professionals would be expected to undertake within each of these 8 areas are being reviewed. This can then be corresponded to the knowledge / skills required and requirements for training structured accordingly. MB advised the next workshop was planned for 19/10/18.

### Section 6: Events Information

- 1) ConSIG are looking for event venues which can cater for more people. EL confirmed the London Branch Committed do get funding to hold an event at the Hilton in Angel which can cater for 80 – 90 (ACTION: MB / EL review)
- 2) MB confirmed the Quality: Turning Risk to Opportunity event went well. Information from the event is available on the website.
- 3) A Branch event "Improving Quality Through Collaboration" is planned to be held 8/11/18 in Milton Keynes. Further information is available on the ConSIG website.

### Section 7: Membership / Communications: Update from the Membership / Communication Secretary

- 1) JM confirmed that the LinkedIn members for ConSIG is growing
- 2) MB confirmed that a standard response for members is to be drafted (ACTION: MB / JM)

### Section 8: Website Update

- 1) MB showed attendees the new layout for the ConSIG website:
  - a. EL suggest a link to the Construction 2025 report be added
  - b. It was suggested the CQK diagram may need a 'bubble' for 'project' and 'programme' management
- 2) No updates were available from Google Analytics.

### Section 9: Construction Quality Knowhow

#### 9a: Tracker: Review of statics ii) Review of Programme iii) Article List

- 1) TH provided an update of the CQK Tracker and a summary of the status of articles (refer to 'CQK status for CWG mtg 54')

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- 2) An update of the 'No. of hits' was not available due to changes in how Google Analytics operates. Updated information is currently awaited.
- 3) Tracker to be updated by TH & MB (ACTION)

### 9b: Article Guides

- 1) It was noted that additional information may need to be provided to authors giving more guidance on the required outcomes for the article

POST MEETING NOTE: A proposal for an 'Article Guide' has been produced. This is to be reviewed at the meeting 14/9/18.

### 9c: Update: Article Production

- 1) The following was confirmed regarding articles in production:
  - a. FMEA: MB confirmed a meeting has been arranged to review the article 9/11/18.
  - b. Checklists: MB to review with Ian Mills to obtain update
  - c. Cost of Quality: MB confirmed that Dan Keeling / Helen Soulou have agreed to author. Alan Grogan (NUVIA Head of Quality) will be the reviewer
  - d. Benchmarking: TH to confirm is KM is still able to assist with this article
  - e. Collaboration: Article is to be updated by Keith Hamlyn & Paul Greenwood to reflect requirements of the new ISO standard. TH to obtain update
  - f. What is ConSIG: Draft available and sent to CWG for comment.
  - g. David Milnes was confirmed reviewer for the Digital article
  - h. Lean: Update to be obtained from Ian Mills. GA will confirm is BAM can input.
  - i. Rail: Noted that article includes a significant amount of information on history
  - j. Defects / Non-Conformance: MB is producing
  - k. Building Control: Trevor Rule confirmed as author although no contact has been received. The article is to be reallocated if need be.

### 9d: Discussion: Articles proposed for publication

- 1) Articles provided for review were discussed. It was agreed that more time was required for review by CWG members. MB to send out articles again. It was agreed 2 No. weeks would be provided for comment.
- 2) It was suggested that the Quality Manual / Quality Plans article would benefit from update to reflect current thinking relevant to digital and the ISO 9001:2015 standard
- 3) It was suggested that the Quality Management Systems article could include information on the customer, mention processes and the need to adhere to processes, and define success.

### 9e: Confirmation of articles for publication

- 1) No articles were confirmed authorised for publication

### 9f: Other items (e.g. feedback, updates required)

- 1) MB confirmed the CQK navigation diagram has been updated to reflect changes to the menu a structure of the website.
  - a. This was agreed to be OK. It was noted a 'programme' / 'project management' bubble may be useful.
  - b. TH / MB to review categorisation and put forward a proposal for any changes to articles currently listed (ACTION)
- 2) MB / TH are to update the Author's Guidelines to include recommendations for referencing articles.

### Section 10: Any other business

- 1) Stakeholders:
  - a. MB confirmed that the SC is mapping stakeholders and determining how to engage with respective organisation. The CWG has contributed by providing a brainstorm of potential organisations: Other SIGS; British Institute for Facilities Management; Institution of Engineering & Technology; IMechE; IOSE; IStructE; RICS; CIBSE; CIOB; ICE; CECA; CIRIA; BQF; RIBA

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- b. It was suggested that BIRIA, GIRI, APM & CITB are other possible organisations. MB confirmed GIRI and ConSIG do liaise. GIRI is represented on the ConSIG Steering committee by David Anderson as the Deputy Chair.
- 2) GA presented on the GIRI Supervisor / Manager training providing an update of progress and explanation of the content of the course.

Attachment Title	Rev Date	Issue Confirmation		
		General	Active members only	Not Issued
Action Tracker		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CQI BoCQK: Current Status	17/10/18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CQK: Tracker 'Snapshot'		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>