

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

[No change] The strategy for the forthcoming year was agreed to focus on two aspects: Construction Quality Knowledge and Construction Quality Professional Training. This was considered to be sufficient for this year. [No Change]

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

There were two key areas of focus during the last meeting:

- a. Given the recent activities by the Chartered Institute of Building (CIOB), the CQI is seeking to develop the relationship between CQI and CIOB. The ConSIG is seen as a focal point for this relationship. The ConSIG were asked to comment on the draft version of the Code of Quality Management published by the CIOB. Following the meeting, comments have been provided by members of the SC. The comments have been collated by the CQI and a formal response provided. We await feedback.
- b. Karen McDonald presented to the ConSIG on the Construction Quality Professional Training. The proposals were well received. These are as outlined in the last meeting—Qualifications at Foundation, Intermediate, Advanced and Expert levels utilising an appropriate selection of the CQI's modules at each level supplemented by an additional 1 or 2 day module providing specifics relevant to managing construction quality (i.e. the 'construction' context)
- c. IM and MB are considering supporting a joint event with the CIOB. IM will open discussions with MB on this. **[ACTION: IM]**

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

1. The ConSIG now has approximately 1400 members (with over 800 on LinkedIn).
2. The CQI has published a draft version of the proposals for SIG governance. This is being reviewed by the SIG chairs.

Section 4: Update from other CWG Workstreams

The CWG currently has no workstreams other than Construction Quality Knowhow. For the present (as per the strategy agreed), the CWG will continue to focus on this.

Section 5: Update from other ConSIG Working Groups

1. WG-01 "Cost of Quality": No further update
2. WG-02 "Common Defects".
 - a. [No change] Their work continues. MB has made contact with the Group regarding publication on the ConSIG website. A meeting is to be arranged.
 - a. MB has had no further information regarding the update for the common defects relevant to quality. **[ACTION MB]**
 - b. Network Rail have set up a working group to consider how to compile a book of defects related to the rail industry. It was noted that they are actively looking for members. It was reported that nothing had been produced to date.
 - c. MB is asked to determine whether or not the information on Common Defects can be drip-fed, rather than waiting for the final document to be produced. **{ACTION MB}**
 - d. IM agreed to provide a summary of the output of the ICE meeting on "Getting It Right- How to improve productivity"
 - a. slated for Wednesday the 10th of April. **[ACTION IM]**
 - b. GIRI have a new workstream to agree metrics and consider common defects
1. WG-04 "Contract Quality Standards": Jon Elliot is currently allocated as the chair for this Group. No further updates available.
2. WG-05 "Construction Quality Professional Training". Refer to Section 2b above. The focus for the group now will be to
 - b. Select the modules which apply to each level (e.g. Intermediate) i
 - c. Create the syllabus for the construction module.

Section 6: Events Information

1. The Events Programme is still to be finalised.
2. The *EFQM Excellence Model in Construction* event: Information generated from the event is now posted on the website (slides / SLI-do output). The video needs to be edited. Caroline Whitson has informed MB the sound is clear but the video needs to be cropped so it does not show the heads of audience members. CW is currently requesting assistance from within the CQI for this. It was recommended that the SLI-Do output should be hosted on the main CQI website. The results could also form the basis for an article in Quality World. **[ACTION TH]**

3. (Concern had been expressed during WG 06 Feb 19 that the events were London-centric). NucSIG are keen to collaborate with ConSIG. The potential for joint events has been discussed. The theme(s) will, though, need to be decided. As many NucSIG members are further North in the UK, this may provide the opportunity for events elsewhere in the UK.
4. Portakabin event: Details have been published on the ConSIG website.
5. Other events are in the pipeline. It was suggested that events could include an element of site-visiting alongside the more normal format.
6. MB attended an event held by the NucSIG titled “What is important about Quality in the Nuclear Sector” held 27/3/19. (Keith, I assume you will be able to provide a brief overview?)
7. The event featured speakers sharing some of the challenges faced in managing quality in the nuclear sector (although it was acknowledged that many of them could be applied to the Construction Industry). MB presented jointly with Alan Grogan (Head of Quality for NUVIA and NucSIG SC member) providing an update on the activities on the ConSIG and, in particular CWG and how MB / AG believe ConSIG / NucSIG can collaborate. The following is the blog I published on our Intranet:

“It was a privilege to be invited to attend this event arranged by the Nuclear Special Interest Group (NucSIG) of the Chartered Quality Institute (CQI) and hosted by Alan Grogan (Head of Quality for NUVIA—VINCI’s nuclear specialist).

It was great to learn about how others had overcome challenges managing quality in this sector—particularly as the requirements often far exceed those in other sectors.

The key topic of discussion, though, was the skills shortage faced by the quality profession. Ultimately, this will lead to a lack of expertise within our organisations resulting in higher costs due to, for example, increased defects and / or wages.

We heard from the NucSIG’s Nuclear Next Generation. This is a group formed of younger quality professionals aiming to promote quality as a profession and provide a forum for learning and development. I was inspired by the enthusiasm of this group and passion for helping younger people enter the profession.

One way to help overcome the skills shortage is through Quality Apprenticeships. Victoria Derbyshire shared her experiences as an apprentice in NUVIA and provided an overview of the activities she has been involved in. Her enthusiasm for her role was captivating.

Overall, this was a fantastic opportunity to ‘Build on Knowledge’. I’m looking forward to future events.”

NOTE: MB has been discussing with Alan the strategy for how NucSIG and ConSIG can work jointly together. This includes sharing information on the website, joint events and NucSIG members contributing to the CQK articles.

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

There is no update.

Section 8: Website Update

1. [No change] A link to the London Construction Excellence Club meetings is to be added. [ACTION MB/TH]
2. The website has been updated to include upcoming events (e.g. Portakabin) and information on the EFQM Excellence Model in Construction event; The CQI main page has been updated to give it a look more consistent with other pages <http://consig.org/cqk>; The SC members page has been updated to provide a look more consistent with other pages <http://consig.org/steering-committee>

Section 9: Construction Quality Knowhow

9a: Tracker: (a) Review of statistics b) Review of Programme c) Article List

1. The scheme for reviewing articles was discussed further. Two stages are to remain as is, although it was recognised that a Facilitator should be appointed to set up initial and follow-up meetings on Skype or otherwise and to provide a single collated response to the Author. The two stages are retained from the previous meeting for completeness:
 - a. The author and reviewer would come to a decision that the article was in a fit condition technically.
 - b. A Review Panel would examine the article for readability and sense from the point of view of the reader. Technical matters would not be questioned, unless they were obvious errors. The members of the Review Panel were not expected to be technical experts, nor were they expected to rewrite the article.
2. The status report showed that
 - a. 22 articles had been published, together with 2 templates.

- b. Around 28,000 hits had been made on Designing Buildings Wiki.
- 1. TH will host the documents on the Google Drive and will provide access as necessary. Care will be taken to prevent two people accessing the same document at the same time to prevent parallel development.
- 2. The following actions were recorded:
 - a. Quality Culture and Behaviours. This has been published.
 - b. Mechanical and Electrical Engineering. This has been returned to the author (BD) with comments and is being re-written. It is now in preparation. BD will send to Oliver Shadbolt to review. [ACTION BD and OS]
 - c. Cost of Quality. TH has put LF in touch with Alan Grogan, who has agreed to write the article by the end of June. [ACTION AG.] LF has agreed to review the article. [ACTION LF].
Lean Construction. IM has identified Stuart Anwyl as author. Tony Blanch (Costain Improvement Director) has offered to review the article. Both have now committed
 - d. Defects Management/Control of Non-Conformity. This article is in preparation. [ACTION MB]
 - e. Digital Quality Management. [No change] The article has been written by Paul Marsden and is under review. [ACTION GA] The WG proposed that a review of Paul Marsden's book on Digital Quality Management should be undertaken.
[Post-meeting notes from 06 Feb 19]:
 - i. This book will be published by CRC Press on 12 Apr 19 under ISBN 9781138390829 - CAT# K399604 and should be available through other sources
 - ii. It has been agreed the book could be reviewed with Paul Marsden. Gavin Avery has put Paul in contact with MB. MB to arrange to mutually convenient time to speak / meet with Paul.
 - f. Temporary Works Design. [No change] This new article will require an Author's Guide. KR agreed to write the article with KH as reviewer.
 - g. Check and Approval in Design. [No change] This article will require an Author's Guide. KR agreed to write the article with TH as reviewer.
 - h. QP/QM template. Has been linked to the DBW article.
 - i. Auditing: this has been passed to the SC for ratification
 - j. FMEA: This is under review. Comments will be passed to the Author after review.
 - k. Cause and Effect: This is under review. Comments will be passed to the Author after review.
 - l. Digital Construction/BIM: This article has been received and will undergo review presently.
- 3. The proposed article on Quality Management is to be reviewed against the existing article on the DBW with a view to determining whether to replace the one in DBW or to combine elements of both. [ACTION GT] KH to act on the decision as appropriate

9b: Article Guides

Article Guides were prepared for the following:

- a. Checklists: LF agreed to set timescale for this article and to write with KH to review. LF stated that the Authors' Guide had not reached him. TH resend a copy. [TH ACTION]
- b. Building Control and Regulations: GT to make arrangements with a contact who has agreed to write the article once the Author's Guide has been provided. [Note: The importance of the "Golden Thread of Information" was recognised.]
- c. Benchmarking: The Author and Reviewer are to be identified. Possibilities are Jon Adshead (Author) and MB (Reviewer)

9c: Update: Article Review

The Review Panel for the following four articles consists of CH, PE, GT and KR:

- a. Mechanical and Electrical Engineering (scheduled to be submitted within four weeks)

TH to act as Facilitator and/or appoint one to make appropriate arrangements [ACTION TH]

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

No update to this topic

Workshop for Construction Quality Knowledge

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

No.: 60

Date: Wednesday, 3rd April 2019



Section 10: Any other business

1. The issue of ISO 9001 certification through non-UKAS (or equivalent) accredited parties was discussed. It was agreed an article should be prepared providing advice on the certification / accreditation process and parties involved. We would need someone to write this article although I believe we need to be very careful how this is presented—i.e. from a neutral stance which states the facts.
2. TH is intending to retire from his role later this year and is looking for someone to take his place. The hunt for a volunteer is still on-going
 - a. The role and responsibilities are to be sent to all members of the WG. [ACTION MB]
 - b. TH stated that he would expect to spend between 2 and 4 hours per week on the tasks that befell him. The actual length of time would depend on the number of documents passing through the system and the number of other tasks that might ensue.
3. Based on the outcomes from the meeting, the next meeting will include:
 - a. Production of article guide for "Rail"
 - b. Discussions over the way in which Review Panels work, including the use of a Facilitator. This could be based on experiences gathered from the work of the present Review Group.
 - c. A presentation on programme management and alliancing [ACTION CH]

Next Meeting: the next meeting will take place on 01 May 19