



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

**No.:** 68

**Date:** Thursday, 16<sup>th</sup> January 2020

68 Attendance List

Name	Company	CWG Role	Attended	Attended via Skype	Apologies	Not Attended
Mike Buss	Taylor Woodrow	Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Hoyle	Retired	Deputy Chair: CQK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Karen McDonald	Skanska	Deputy Chair: QP Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keith Hamlyn	Retired	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonny Montgomery	Shirley Parsons	Membership / Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gavin Avery	BAM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susannah Clarke	PMI		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Berni Daplyn	VVB		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Greenwood	Greenwood Consultants		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Luca Fiderio			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colin Harley	KBR		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eric Loh	J Murphy and Sons		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Giorgio Mannelli	Nuvia		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Faria	Heathrow Airport		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ian Mills	Balfour Beatty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keith Lucas			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kevin Rogers	Mott MacDonald		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oliver Shadbolt	NG Bailey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Strugnell	HS2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peter East	ISG		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Graham Taylor	Qualitas Consulting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicky Wells	EMICO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indi Bansal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmen Musat			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Helen Ball			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Buckett	United Living		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Duff	Network Rail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Future Planned Meetings:**

20 February 2020	18 Jun 2020	15 Oct 2020
19 March 2020	16 Jul 2020	19 Nov 2020
16 April 2020	20 Aug 2020	17 Dec 2020
21 May 2020	17 Sep 2020	

Please be reminded that the dates have been changed to the third Thursday of each month, starting at 12:30 pm.

**Useful Links:**

ConSIG: [www.consig.org](http://www.consig.org)  
 Designing Buildings Wiki: <https://www.designingbuildings.co.uk/wiki/Home>  
 Twitter: <https://twitter.com/ConSIGCQI>  
 LinkedIn: <https://www.linkedin.com/groups/4698737>



## Workshop for Construction Quality Knowledge

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

- a) The Workshop for Construction Quality Knowledge retains its focus on developing articles for its own website and for the Designing Buildings WIKI (DBW). The drive is for competency. This represents no change in direction for the Workshop. [No change] The strategy for 2020 will be discussed at January's meeting of the Steering Committee.
- b) MB is taking on TH's role with respect to the application and publication of Quality Knowledge.

### Update from Chairperson on key matters from Steering Committee

John Adshead remains as Chair with David Myers as Secretary.

The inaugural meeting of the NextGen network took place on the 14<sup>th</sup> of January 2020. The event appears to have gone well, although there has been no formal feedback as yet.

The Steering Committee will be focussing on the strategy for the ConSIG as a whole for next year.

The membership is now 1620. A review of the statistics shows that there is a high proportion of Practitioners who need to be encouraged to move towards corporate membership.

There is a need create better links with CIAB, UKAS and the BSi.

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

Work is being undertaken to correlate the requirements for MCQI to the relevant NVQ levels required under the CSCS scheme. Once complete, it will automatically permit members and above to apply for an "Professionally Qualified Person" card, following satisfactory completion of the "Managers and Professionals" test. [No update]

CSCS are considering adding Quality-based questions to the tests as a result of liaison between them and the CQI.

The framework for governance of the CQI is now in place. It is similar to the one for the ConSIG, so that only minor changes are required to ours.

Concern was expressed about potential conflicts for those ConSIG members who are not members of the CQI and are, therefore, not regulated by the protocols.

### Update from other ConSIG Working Groups

WG-01 "Cost of Quality":

Dan Keeling's article has been hosted on the Consig.org website. The working group is continuing to study the impact of defects on Quality, although this has proved to be challenging.

It was recognised that much of the cost of defects data was hidden under insurance claims. GIRI is liaising with Zurich on defect data. Zurich are the first insurance company to sign up to GIRI.

WG-02 "Common Defects" .

With the return of the developer, work on the website will resume. [No Change]

A proposal for defects in concrete is to be offered to the Steering Group to see if there is any interest. A volunteer is needed to push this forward. MB to raise the matter at the Steering Committee meeting . **[ACTION MB]**

Additionally, Kieran Tully of CIRIA is interested in communicating with the CQI to examine defect data in concrete, especially in construction. It was reckoned that there was a considerable amount of data around **[MB & GA to Follow Up]**

One portal is needed to collate the data

Measuring Quality Performance Working Group (GIRI) [provided by GA]

A sub-committee has been set up to be an approved trainer or to use a GIRI-assessed external trainer. The supervisor's course has gone well.

Attempts are still being made to the metrics that can be agreed, collected and shared in an attempt to create an equivalent to the KPIs used in in Health and Safety. There are three groups working in this area as follows (see also above re insurance company data):

- CIOB            The principles of Quality
- CQI ConSIG    The implementation of Quality principles
- GIRI            The enablement of Quality



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### WG-04 "Contract Quality Standards":

This working group has collected more data on contract Quality conditions that they will review later.

### WG-05 "Construction Quality Professional Training".

The course was attended by three members of the working group, together with a contingent from a construction organisation. The Final Version (Version 2) of the specification and guide have been issued to Approved Training Providers. Addassi will be providing a first public course, although places may be opened to in-company candidates in the week commencing 28 January 2020.

### WG-06 "Inspection and Testing"

HB offered to chair a working group that will be tasked to create a training course on inspection and testing to include the creation, management and implementation of inspection and test plans, together with the use of check sheets and other inspection and test related processes, practices and procedures.

The course would deal with the basics in the morning session and use this as a basis for discussing a digital approach using BIM or other techniques in the afternoon session.

MB to raise this opportunity with the Steering Committee. **[ACTION MB]**

## Events Information

- c) The AGM will take place in October or November 2020, the date to be confirmed by the Steering Committee. It will take place in the evening after the Steering Committee meeting for that month..
- d) The programme has been updated . One event is planned to visit the British Board of Agrément in Watford, who provide product approval, audit, inspection and testing facilities. Opportunities/ideas for further events are welcomed.

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

- e) The statistics of members of the ConSIG were provided at the annual general meeting. They showed a high proportion of males, although there was a significant number of females. There has been a growth in younger members of the profession.

## Website Update

A link is to be provided to Quality World where there will be a Construction-centric article.

The "Cost of Quality" article has been hosted on the website.

MB is looking for someone to take over this task. The CQI could take it over, but this might introduce delays, as instructions would have to be carefully communicated and passed through a third person.

## Construction Quality Knowhow

### Article production

Twenty-five articles have been published on the DBW website with links to two templates on the CQK website. There have been 2808 views in the last month and a total of 57,713 views to date since the first articles were added in September 2017.

The toolbox has been loaded into the ConSIG page on LinkedIn. A link could be published on the ConSIG.org website.

#### Articles that have been Published

Two articles have been published since the previous meeting:

- Quality management systems (QMS) - beyond the documentation
- Cost of Quality (COQ)

#### Articles for Steering Committee Approval

- a. Accreditation of Certification Bodies. This article was examined by the Steering Committee at their meeting on 11 Dec 19 They have made some minor changes to the article. MB will update in accordance with their wishes and publish the article. **[ACTION MB]**

### Articles with Comments following ConSIG CWG Review

- a. Mechanical and Electrical Contracting. BD has considered the review comments. After some discussion, it was agreed that reference should be made back to the Article Guide which may, in itself, require re-assessment. This should lead to presentation of a revised article. **[ACTION BD]** [No Change]

### Articles for ConSIG CWG Panel Review



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- a. Lean Construction. The document has been written by Stuart Anwyl and reviewed by Tony Blanch. Jim Taylor-Rose has been asked to act as a second reviewer. There has been no response yet from JT-R. [ACTION MB]. [No Change]

### Articles in the Pipeline

- a. Defects Management/Control of Non-Conformity. This article is under peer review. Revised date to be advised. [ACTION MB/IM/PE/CH]. [No change]
- b. Checklists. Luca Fiderio to write and Keith Hamlyn to review. Final comments have been provided and the article revised. It will be presented to the Working Group on 20 Feb 20. [MB to circulate in time for review to take place]
- c. Benchmarking. Author has been confirmed as Jon Adshead. MB to review. Date to be advised subject to JA's other commitments. [ACTION JA/MB]. [No change]
- d. Temporary Works Design. KR has been confirmed as author with KH as reviewer. This article is "substantially advanced". 60% complete. [ACTION KR/KH].
- e. Checking and Approval in Design. KR has been confirmed as author with TH and KH as reviewers. This article is now with TH for review [Kevin has sent me a copy of his draft]. [ACTION KR/TH/KH].
- f. Building Control and Regulations. PE has been confirmed as author. [ACTION PE]. GT will ask Anna Thompson if she would be willing and able to review [ACTION GT].
- g. Rail. The author and reviewers are to be defined. KH to keep liaising with MD and others in Network Rail. [ACTION KH] [No change]
- h. MB will be reviewing the ITP article "How to write an ITP" and the ITP template for currency [ACTION MB]
- i. Adam Rumens will be reviewing the article on lifts and escalators for currency. A decision will be made as to whether or not the articles should be split into two, one for each topic. [ACTION AR]
- j. Adam Rumens has volunteered to produce an article on 'Air passenger boarding bridges' and David Myers has agreed to be reviewer. [ACTION AR/DM]
- k. The Article Guide for "Off-Site Manufacturing" has been updated and sent to the author. KH to write/PE to review. The target date for first review is February 2020. [ACTION KH/PE]
- l. Anti-Bribery and Ethics – A Quality Management Perspective. KR to write an article guide. [ACTION KR]

### Any other business

Artificial Intelligent software used by DBW has identified a number of concepts within the ConSIG articles which have not been explained but have appeared in articles without an explanation of what the term meant. HB agreed to look at the list and propose some suitable short definitions. It was agreed that definitions from ISO specifications, such as ISO 9000, should be the first port of call. [ACTION HB] [MB to send a list of standard definitions to HB. [ACTION MB] [No change]

House Building. There needs to be better engagement with this part of the industry, ideally by encouraging those in housebuilding to join the ConSIG. There has been a shortage of trainers in this sector.

Originally, the Working Group was set up to provide a framework of Quality Knowledge. As a Group, we cannot provide skills, experiences or training, but we can create, collate and promote knowledge, as well as creating parallel groups that can provide specific training (as was done with WG-05).

The working group needs to consider how best to deliver Quality Knowledge. Short videos provide good channels, especially for Millennials. These can be created using phones or simple cameras, rather than employing professional camera crews at high cost. It was suggested that NextGen should act as advisors and reviewers.

**Topics** for discussion at the next meeting are to include the following:

- a. Continued discussion on potential new workstreams.
- b. Revalidate the existing list of articles and reprioritise.
- c. How to find more people to develop more knowledge articles
- d. The process of approval of articles.

**Next Meeting: The next meeting will take place on the 20<sup>th</sup> of February 2020 at 12:30hrs.**