Competency Working Group

Minutes of meeting No.:	**38**	
Held at:	**CQI HQ**	
Date:	**Wednesday 22nd March 2017**	

Attendees:

Neil Mellor	Work Insight	Chair
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Jonny Mongomery	Shirley Parsons	
David Myers	LHR Airports Ltd	
Mike Buss	Taylor Woodrow	

Apologies:

Keith Hamlyn	Circle Green	
Louise Jones	WSP / PB	Lead Author – CQK
Howard Tinkler	Carillion	
David Anderson	BAM Nuttall	
Tony Blanch	Costain	
Paul Inglesias	Morgan Sindall	
Tony Hoyle	Independent	Lead Author – CQK
Denis Leonard	Graham Construction	
Karen McDonald	Skanska	
Keith Hamlyn	Circle Green	
Tony Williams	Thames Tideway	

Circulation:

Alex Carter	Gatwick Airport
Andy Baker	Consultant
Andrew Hopper	Skanska
Andrew Ward	Network Rail
Berni Daplyn	VVB Engineering
Charlotte Broady	BSi
Chris Little	Crossrail
Elvin Box	Mace
Eric Loh	Murphy Group
Geoff Bull	Kier
Helen Ball	Independent
Ian Mills	Balfour Beatty
Jason Sharp	Carillion
Jeff Morris	Independent
John Chipman	Costain
John Stokes	Interserve
Jon Adshead	Mace
Jon Elliot	Crossrail
Karen Young	Thames Tideway
Lau Vlaar	Colas
Mark McNamara	Murphy Group
Peter Carroll	BCU
Richard Strugnall	HS2

Information Only

Malcolm Gilks	Gilks Consulting	Chair – ConSIG Steering Group
Dan Keeling	DanKeel Associates	Chair – Cost of Quality WG
Adam Risbridger	CQI	
Vince Desmond	CQI	
Tom Barton	Get It Right	
Ian Mitchell	Network Rail	
Adrian Morrey	NG Bailey	
Dave Richardson	Volker Fitzpatrick	
Steve Symonds	Kier	
Emer Murnaghan	Graham Construction	

Minutes taken by Neil Mellor

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Item	Details	Action by
	## Call to order / opening remarks	
	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 subject.	
1.0	## Governance	
	NM reported that he had formally been asked to become secretary to the steering group and this leaves a position open for the Working Group Chair. NM stated that the Steering Group would be pleased to supply a chair if none could be found from within the group. Mike Buss indicated that he would be willing to take the group forward as chair and it was agreed that this would be proposed to the steering group Louise J has also announced her intention to step down from deputy chairing the Body of Knowledge Working Group. The group would like her to continue the role but understand the work pressures.	
1.0.01	**Action** : Propose Mike Buss as CWG chair to Steering Group for Acceptance	NM
1.0.02	**Action :** Chair to contact Louise to discuss how to support this role going forward.	NM
2.0	## Information Sharing	
	Internal (Working Group) (www.thecqi-consig.org) NM is still championing holding a ConSIG stakeholder event with the Steering Group. Tony Hoyle is working on restructuring and improving the website. **Crossrail** (www.learninglegacy.crossrail.co.uk) The chair has contacted the team at learning legacy and reoffered our services. **Get It Right Group** (www.getitright.uk.com) Get It Right has contacted LHR who will be attending a meeting next week. NM to reopen contacts with Get It Right **CQI Blog – No Change** The chair has agreed with QW that articles that ConSIg members haver written can be published on the ConSIG website pieces that members have written – NM to make list and Qw ;team to support with formatting graphics e.t.c. **ASQ – New Item** There was some contact with the ASQ through Denis Leonard. The ASQ are following a similar track to the Competency Working Group but their version may become a legal requirement in the US.	
2.0.01	Action : Make list of Articles that the ConSIg wih to publish and sent to QW team	NM
2.0.02	Action : Follow up contact with ASQ	NM
3.0	## Steering Group Communications	
	NM has been appointed as SG secretary and plans to push a wider engagement session as well as contributing to the minutes. Steering Group has been delayed until the 4th March.	

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4.0	## Body of Construction Quality Knowledge (CQK) – Contents There has been no material progress this period so the current status is. The Current articles were not reviewed at the last Working meeting as there were no attendees for this workstream. It is proposed that a review session is set up for these articles so that they can be reviewed and published as part of the new approach **Foundations (Neil Mellor) – For Author Update** NM reported that he planned to update in time for the next meeting and will resubmit to LJ for final review. **Change Control (Keith Hamlyn) – For Author update** The comment schedules have been sent back to the author 14/7. **Building Completion (Andrew Baker) – Under Amendment** AB reported that the update is nearly complete and will be resubmitted to LJ for final review on the 23 February. **CE Marking (Charlotte Broady) – For Review** CB reported that she now has the information she requires to enable the author to expand the CE marking piece already submitted and will contact the chair if further info is needed. **CDM (Mike Short) – For Author update** The comment schedules have been sent back to the author 14/7. **Lifts and Escalators (Adam Rumens) – Status Update** A group member is in contact with Adam and reports that this should be available for review shortly.	
41.0	## Author Briefing & Communications TH reported that the CQI have now issued a House style and that the web appearance of the rticles is now to be of four elements. 1. Photo 2. Short author bio (Say 3-4 lines) 3. Gist – Roughly 1 – 2 Paragraphs explaining what the article is and why it is important. 4. The Article. It was suggested that the author guidance is updated and resent to the authors.	
42.0	## Review of CQK Web Content The current approach of creating a well defined book is not working well due to not being able to get articles from the authors. It was suggested that a blog approach for the website might be a more viable approach. It was also suggested that a tie in with "Designing Buildings Wiki pages" www.designingbuildings.co.uk might be a better way to push this agenda.	-
42.1	**Action :** Investigate how the CQK could tie in with the Designing Buildings WIKI	MB
5.0	## Construction Quality Training	
51.0	## Workstream – Construction Quality Manager Competency The ConSIg currently has only 1/3rd of its membership chartered and it was proposed that the aim of this particular workstream should be supporting the remaining 2/3rds in getting to chartered status. It is not currently clear to the group how the mechanism for chartership is working in practice and it was felt that this needs to be understood before the group could progress this area.	
52.0	## Workstream – Construction Quality Awareness MB reported that there was an Interim a session on 3rd Feb and on the 23rd February. A session was held on the 10th March also. The next session is planned for the next working group and is planned to last all day.	

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53.0	## Workstream – Tools Update (Construction Revamp) This workstream is also agreed to be low priority currently. However there is some interest particularly around the ITP workshop activity. It was suggested that it might be useful to consider an industry standard around what should be in an ITP in a similar manner that there is for quality plans (ISO 10005) The current wishlist of training topics for Construction Quality courses is appended below and remains open to addition. • ITP workshops. • Quality Leadership • 5 Why / Practical problem solving • Process Capability Studies • Basic FMEA • Change Management • Self Certification & Demonstration of Conformance • How to be audited (Understanding the audit process).	
6.0	## Construction Quality Term Definition No feedback has been received to date from the group - This is to be reviewed at the next meeting but may also benefit from the Blog / wiki approach	
7.0	## AOB Shirley Parsons are running a benchmarking exercise on quality salaries in conjunction with the CQI. This will be communicated by the CQI. Looking at breaking into 7 levels and which competency is required for each levels. The ConSIG will be pleased to support this effort – JM to send NM details and NM to raise with the Steering Group. – WG/SG to review if there are any particular questions that might be useful for the ConSIG to know in the salary survey. The collaborative Champions are looking for "top 10 Tips" for collaboration – if any member would like to share their tips on this please email them to paul.greenwood@constructingexcellence.org.uk. The Infrastructure Project Authority – www.gov.uk/government/publications/infrastructure/client/group is looking at producing a set of construction KPIs to be used on government projects	
7.01	**Action** : Discuss the Infrastructure Project Authority approach to construction KPI's with SG	NM
81.0	## Competence Working Group Dates Confirmed working group meetings are listed below. Meeting invites have been sent out. **Review Workshop** – Wednesday 19th April 2017 – 10:00-12:30 **CWG Meeting** - Wednesday 17th May 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). **Review Workshop** – Wednesday 14th June 2017 – 10:00-12:30 **CWG Meeting** - Wednesday 12th July 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). **Review Workshop** – Wednesday 9th August 2017 – 10:00-12:30 **CWG Meeting** - Wednesday 13th September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). **Review Workshop** – Wednesday 11th October 2017 – 10:00-12:30 **CWG Meeting** - Wednesday 15th November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). **Review Workshop** – Wednesday 13th December 2017 – 10:00-12:30	Contact : Neil Mellor
82.0	## ConSIG Steering Committee: ConSIG Steering Committee; second Wednesday of every second month: - Wednesday 17th May 2017 at 13.00hrs - Wednesday 12th July 2017 at 13.00hrs - Wednesday 13th September 2017 at 13.00hrs - Wednesday 15th November 2017 at 13.00hrs	Contact : Ben Azoula-Victory

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83.0	Cost of Quality WG A questionnaire has been sent out and the results analysed and will be published in QW. The group is now looking at targeting some of the more common issues with a number of PhD projects.	Contact : Dan Keeling
9.0	Action Register	
12.11.2	Supply case studies for inclusion in BS 11000 document.	TB/KH
17.51.2	Discuss any issues that the use of a "table of equivalencies" might cause with the CQI.	PG/NM
27.7.2	Find contact with CECA so that we can propose a link up.	DA
28.41.2	Send authors 'contract' to KH.	LJ
29.4.0.2	Review and include Structural Steel Article from AH.	NM
30.4.0.3	Review possibility / desirability of publishing author's guidelines on the web.	NM/LJ
30.41.1	Send reminder to authors pointing them to the new positing on the CQI website and change the format requirements	LJ
31.41.1	Update the current offering on BS 11000 to meet the new article aspirations.	PG
31.42.2	Produce a formatting template so that future submissions can be easily fitted into the webpage.	TH
32.42.2	Update webmap to show current situation	TH
32.42.3	Add in page on Training (2.6) and competency (2.7)	NM
33.41.2	Review options for writers forum page on ConSIG Website	TH
33.53.1	Get access to a copy of the new CQI proposal	NM
35.41.1	Reformat the articles to meet the CQI Tone of Voice when this is issued. – CQI Guidelines now been issued	TH
35.41.2	Review and revise the authors guidelines.	LJ
35.7.2	Review and relist working group members.	NM/TH
~~36.1.1~~	~~Update acceptance process from comments received. - Done~~	~~MB~~
~~36.1.2~~	~~Update comment form from comments received. – Issued for Final Review~~	~~NM~~
~~37.1.0.1~~	~~Prepare and append updated process and form to minutes - Done~~	~~NM/MB~~
37.2.0.1	Contact Crossrail Learning Legacy to remind them that we are keen to review their papers.	NM
~~37.2.0.2~~	~~Pass Contact details for Heathrow to Get It Right. – email sent 26/01/17~~	~~NM~~
37.51.1	Discuss with CQI how CWG can support construction members in getting chartered.	NM
37.6.0.1	Review Audit Definitions for Next Meeting	All
37.7.0.1	Raise issue of governance of the ConSIG website with Steering Group	NM
~~37.81.1~~	~~NM to arrange new meeting dates, send outlook invites and append to minutes.~~	~~NM~~
38.1.0.1	Propose Mike Buss as CWG chair to Steering Group for Acceptance	NM
38.1.0.2	Chair to contact Louise to discuss how to support this role going forward.	NM
38.2.0.1	Make list of Articles that the ConSIG wish to publish and sent to QW team	NM
38.2.0.2	Follow up contact with ASQ	NM
38.42.1	Investigate how the CQK could tie in with the Designing Buildings WIKI	MB
38.7.01	Discuss the Infrastructure Project Authority approach to construction KPI's with SG	NM