

Competency Working Group

Minutes of meeting No.: **40**
Held at: **CQI HQ**
Date: **Wednesday 12th July, 2017**

Attendees:

| | | |
|----------------|-----------------------|-----------------------------------|
| Mike Buss | Taylor Woodrow | Chair |
| Paul Greenwood | Greenwood Consultants | Deputy Chair – Training |
| Tony Hoyle | Independent | Deputy Chair -- CQK |
| David Myers | LHR Airports Ltd | |
| Jon Adshead | QI Director | Deputy Chair – Steering Committee |
| Karen McDonald | Skanska | |
| Keith Hamlyn | Circle Green | |

Apologies:

| | |
|----------------|------------------------|
| Louise Jones | WSP / PB |
| Howard Tinkler | Carillion |
| Andy Baker | Consultant |
| John Chipman | ATC Systemwide Project |

Circulation:

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|-------------------|---------------------|
| Alex Carter | Gatwick Airport |
| Andy Baker | Consultant |
| Andrew Hopper | Skanska |
| Andrew Ward | Network Rail |
| Berni Daplyn | VVB Engineering |
| Charlotte Broady | BSi |
| Chris Little | Crossrail |
| David Anderson | BAM Nuttall |
| Denis Leonard | Graham Construction |
| 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 |
| Neil Mellor | Work Insight |
| Paul Inglesias | Morgan Sindall |
| Peter Carroll | BCU |
| Richard Strugnall | HS2 |
| Tony Blanch | Costain |
| Tony Williams | Thames Tideway |

Information Only

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|-----------------|---------------------|-------------------------------|
| 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 Mike Buss
Refer to CONSIG CWG Action Tracker for summary of actions and corresponding status.

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| | <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 subject.</p> | |
| 1.0 | <p>Governance</p> <ul style="list-style-type: none"> a) NM has been appointed as SG secretary and has confirmed that his efforts will be focussed on Steering Group Activities. NW will not attend the CONSIG CWG meetings but will contribute to the CWG activities as appropriate. b) It was confirmed that Louise Jones is to step down as Deputy Chair leading the BoCQK. Tony Hoyle has volunteered to take over the role. Tony Hoyle was confirmed as the Deputy Chair for BocQK. c) PG confirmed he will continue as Deputy Chair championing the Construction Quality Training workstreams. However, PG requested the CONSIG CWG note that other commitments are increasing and that a replacement may be required in the near future. | |
| 1.1 | <p>Strategy</p> <ul style="list-style-type: none"> a) During meeting No. 39 (17/5/17), the chair was handed by NM to MB. MB presented a proposed strategy document which was reviewed by meeting attendees. b) MB updated the strategy document further to comments received from the CONSIG CWG 17/5/17 and issued a draft copy (Rev 0.5) via the CONSIG CWG distribution list 8/6/17 for review. c) MB presented a summary of 'Where are we?', 'Challenges', and 'What's next?'. It was agreed that a focus is required on output. The following principles were agreed: <ul style="list-style-type: none"> • Strive For perfection but not at the expense of lack of output • Get output to reasonable level • Maintain reasonable control so that output is a CONSIG deliverable • Appropriate credit to be given where due • Output to be updated / improved as appropriate. d) The strategy document (Rev 0.5) was reviewed by the CONSIG CWG. Changes to be made to the document were agreed. This included review of comments received via email from persons unable to attend. MB to update and present to CONSIG Steering Committee for final sign off. | |
| 1.2 | <p>Membership</p> <ul style="list-style-type: none"> a) MB presented a proposal for a member charter to the CONSIG CWG. The proposal was reviewed, comments agreed and the CONSIG CWG requested MB issue following update. MB to update to reflect comments and issue. b) The CONSIG agreed that the Member Charter should be added to the CONSIG Linked In page. MB to review. c) The CONSIG CWG agreed that a review of the membership is required. At present, the CONSIG CWG are not certain who is a member or who should be on the distribution list only. Jon Adshead to review with the Steering Group. | |
| 1.3 | <p>Meetings</p> <ul style="list-style-type: none"> a) The CONSIG CWG meetings are currently scheduled every other month with a workshop session held during interim periods. MB proposed that the meeting structure be changed so that CONSIG CWG meetings are held on a monthly basis. The sessions will consist of a meeting held from 10:00 – 10:30 followed by a period from 10:30 – 12:30 to undertake Group activities such as review of BoCQK articles and / or breakout sessions for other workstreams. The proposal was agreed. MB to send out future invitations for meetings on a monthly basis. b) MB proposed to the CONSIG CWG that some form of conference calling be used by the CONSIG CWG to assist with meeting attendance. The proposal was accepted. MB to investigate with the CQI. | |
| 2.0 | <p>Steering Group Communications</p> <ul style="list-style-type: none"> a) NM has been appointed as SG secretary and has confirmed that his efforts will be focussed on Steering Group Activities. NW will not attend the CONSIG CWG meetings but will contribute to the CWG activities as appropriate. | |

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| | <p>b) Jon Adshead (JA) attended the CONSIG CWG to add support to the Group's activities. JA provided a brief overview of the strategy and planned direction of the CONSIG Steering Committee. The presentation for the Steering Committees five year roadmap was not available and will be presented in a future meeting. JA confirmed that the Steering Committee will "set up 'missions'" for the CONSIG Working Groups.</p> | |
| 3.0 | <p>CONSIG CWG Website</p> <p>a) MB advised the CONSIG CWG that a meeting had been held with the CQI to review their ongoing involvement with respect to the CONSIG website. The CQI have advised that the CONSIG website should remain separated from the CQI website but a link to the CONSIG website will be provided. The CQI have advised that the CONSIG website must not conflict with the CQI website and should follow branding guidelines where appropriate. The CQI have also confirmed that articles can be published on the CQI website in the Knowledge section if appropriate.</p> <p>b) MB showed the CONSIG CWG an example of the concept for the CONSIG CWG website. This is currently in Excel. The CONSIG CWG agreed to the concept. It was noted that the aspiration previously was that the website be based on a model of construction delivery (on which the BoCQK article list was based with links made available via the model. MB / TH to review the model as appropriate for update of the CONSIG CWG website.</p> <p>c) MB advised the CONSIG CWG that a meeting has been arranged to review the current status of the CONSIG CWG website with the current administrator, Paul Inglesis, 12/7/17. MB / TH to attend. POST MEETING NOTE: Meeting was held 12/7/17 between MB and TH. MB met Paul Inglesis 18/7/17. Update to be provided at next CONSIG CWG meeting 9/8/17.</p> | |
| 4.0 | <p>Workstream 1: Body of Construction Quality Knowledge (CQK)</p> <p>a) The CONSIG CWG agreed that the list of articles should be reviewed to confirm relevance, that assigned authors are correct, confirm the status of the articles and prioritise articles for publication (with target dates). A designated single reviewer is to be assigned to each article. TH to send latest information to MB for issue prior to next meeting as appropriate.</p> <p>b) The CONSIG CWG agreed that the review process needs to be simplified. The following process was therefore agreed:</p> <ul style="list-style-type: none"> • Author writes article • Single reviewer to be nominated for each article • Following production of an article acceptable to both the author and the reviewer, the article is to be issued to MB who will issue out prior to CONSIG CWG meeting. Review of the article will then be included as an agenda item during the next CONSIG CWG meeting for final comments. • Article to be updated as appropriate and reissued to MB who will forward for publication. <p>c) MB presented a draft article on Inspection & Test Plans. An ITP template has also been produced which it is planned to be issued with the article for use generally by the Construction Industry. The CONSIG CWG agreed that Jon Adshead would be the reviewed. JA to review and provide comments to MB. MB to then issue the article for final review / agreement (including the proposed ITP template) at the meeting to be held 9/8/17.</p> <p>d) MB provided an update to the CONSIG CWG further to the meeting held 14/6/17 with Dr. Gregor Harvie from Designing Buildings Wiki. The CONSIG CWG could publish articles via the Designing Building Website. There are a number of options regarding setting up pages—some free and some with cost implications. There are options to 'lock down' articles also. The CONSIG CWG agreed that MB should contact Dr. Harvie and arrange a workshop during a future meeting to review options for publishing articles and to obtain feedback on articles written to date. POST MEETING NOTE: MB has contacted Dr. Gregor Harvie who is on leave for the next CONSIG CWG 9/8/17 but has confirmed availability to attend the meeting 13/9/17. MB has forwarded an invite to Dr. Gregor Harvie to meeting with the CONSIG CWG 10:30 – 12:00 13/9/17.</p> <p>e) The CONSIG agreed that a review of the author article guidance is required. The author guidance on the Designing Building website was noted to be a good example being concise but informative. Keith Hamlyn to produce draft proposal for presentation and review at the next CONSIG 9/8/17.</p> | |

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| 5.0 | <p>Workstream 2 – Construction Quality Awareness</p> <p>a) MB provide an update on progress of the CONSIG CWG Construction Quality Awareness. MB confirmed that the Supervisor's Quality Awareness Course had been prioritised. A meeting has been held to develop the course syllabus and a follow up meeting is planned for 21/7/17. KM has requested feedback for the syllabus in its current form (work in progress) from 2 No. quality managers within Skanska. Although not reviewed in detail, only minor comments were received and early indications are that the syllabus is 'heading in the right direction'.</p> <p>b) MB noted suggestion that the IRCA Guidance for Auditor Training may provide useful information.</p> | |
| 6.0 | <p>Workstream 3 – Construction Quality Professionals</p> <p>a) The CONSIG CWG agreed that the CQI should become active with respect to young people groups (e.g. Next Generation network and STEM). KM to champion involvement of CONSIG CWG.</p> | |
| 7.0 | <p>AOB</p> <p>a) It was noted that Shirley Parsons have had previous involvement with the CONSIG CWG. MB to review.</p> | |
| 8.0 | Other CONSIG Information | |
| 8.1 | <p>Competence Working Group Dates</p> <p>Confirmed working group meetings are listed below. Meeting invites have been sent out.</p> <p>CWG Meeting – Wednesday 9th August 2017 – 10:00-12:30 CWG Meeting - Wednesday 13th September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). CWG Meeting – Wednesday 11th October 2017 – 10:00-12:30 CWG Meeting - Wednesday 15th November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). CWG Meeting – Wednesday 13th December 2017 – 10:00-12:30</p> | Contact : Mike Buss |
| 8.2 | <p>ConSIG Steering Committee:</p> <p>ConSIG Steering Committee; second Wednesday of every second month:</p> <ul style="list-style-type: none"> - Wednesday 13th September 2017 at 13.00hrs - Wednesday 15th November 2017 at 13.00hrs | Contact : Neill Mellor |
| 8.3 | <p>Cost of Quality WG</p> <p>No update provided.</p> | Contact : Dan Keeling |
| 9.0 | Action Register | |
| | <p>a) MB to produce a separate action tracker.</p> <p>POST MEETING NOTE: Refer to attached Construction Special Interest Competency Working Group (CONSIG CWG): ACTION TRACKER (12/7/17). 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).</p> | MB |
| 10.0 | <p>Attachments:</p> <ol style="list-style-type: none"> 1) Member Charter Rev 1.0 (pdf) 2) CONSIG CWG Strategy Rev 1.0 (pdf) 3) CONSIG CWG Action Tracker 'snapshot' 12/7/17 | |